*[INSERT CURRENT DATE]* **SAMPLE APPOINTMENT LETTER**

**PROMOTION**

# NAME

ADDRESS

Dear\_\_\_\_\_\_\_\_\_\_\_:

It is a pleasure to offer you the promotion described (Article 9.1.B). This letter of appointment notifies you of significant changes to your individual situation.

This appointment and other conditions of employment are subject to the terms of the Collective Bargaining Agreement (CBA) between University of Alaska and the Alaska Higher Education Crafts and Trades Employees (AHECTE), Local 6070, APEA/AFT (AFL-CIO, and, to the extent consistent with the terms of the CBA, Board of Regents’ Policies and University Rules and Regulations.

Duties:

From: *(Brief description of job, e.g., carpenter, plumber)*

To: *(Brief description of job, e.g., carpenter, plumber)*

Supervisor:

Job Title & Class: *(E.g., CT1/6501)*

Position Number:

Employee ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_

Employment Status: *Regular, Full-time*

Wage:

From: *(E.g., CT1/Step 1 ($22.56))*

To: *(E.g., CT2/Step 1 ($25.38))*

Geographic Differential:

Beginning Assignment: *(Insert begin date)*

## Special Conditions of Employment

See attached Classification Description (E.g., CT1) and Departmental Job Description.

UA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: [www.alaska.edu/nondiscrimination](http://www.alaska.edu/nondiscrimination).

You are a “responsible employee” under Title IX. Being a responsible employee means that you must report all relevant details regarding alleged incidents of sexual harassment or sexual assault that you become aware of to your campus Title IX coordinator within 24 hours. Title IX information and contacts are available as follows:

* **UAF and Fairbanks SW:**

<http://www.uaf.edu/titleix/>

* **UAA and Anchorage SW:**

<http://www.uaa.alaska.edu/equity-and-compliance/title-ix-coordinator.cfm>

* **UAS and community campuses:**

<http://www.uas.alaska.edu/policies/titleix.html>

You are subject to the Drug Free Workplace Act and must be and remain eligible for employment under the Immigration Reform and Control Act of 1986, as subsequently amended, and other state and federal laws. Ownership of intellectual property you may produce is governed by University Regulation 10.07.05 or, if applicable, the terms of a collective bargaining agreement. You are also subject to the Alaska Executive Branch Ethics Act (AS 39.52), as amended from time to time, and are required to complete and submit, to your supervisor, disclosure forms, including forms for Outside Employment or Services, Notice of Potential Violation, Receipt of Gifts, or Interests in State Grants, Contracts, Leases or Loans. When disclosures are required they are due upon the occurrence of a disclosable event and, for outside employment and services, at least every July 1.

The referenced disclosure forms and additional ethics information are available from your supervisor or University of Alaska General Counsel at:

<http://www.alaska.edu/counsel/ethics-information/>

In addition, the Ethics Act requires, among other things, that you may not disclose or use information gained in the course of or by reason of your official duties that could result in the receipt of any benefit for you or an immediate family member, if the information has not also been disseminated to the public. Alaska Executive Act Ethics guidance produced by the Alaska Department of Law is available at:

<http://www.law.alaska.gov/doclibrary/ethics/EthicsInfo.html>

Please indicate your acceptance by signing and returning this letter to (*designated individual)* with an original signature. You may wish to retain a copy for your records.

Sincerely,

*(Hiring Authority)* Date

I understand and accept the above changes of employment.

*(Employee Name)* Date

Attachments:

Job Vacancy Announcement

Classification Description

Departmental Job Description