**RECOMMENDATION TO HIRE TEMPLATE**

**COS REVISED: 5/8/2024**

Reminders and Required Supplemental Information:

1. **Application Deadline needs to be confirmed** – recommendation cannot be sent until an application deadline is established and all applicants have been considered by the search committee.
2. Preliminary terms should be discussed with Dean Tomova via email (comparison to PNR). Forward this email with the draft Recommendation Letter to your HRBC point of contact. *Note: Including the position number would be helpful.*
3. **Start-up Funds** – COS developed a start-up budget plan template, but it is not required. You can collect the line-item start-up budget plan using any format [excel, word, etc.]. Send a copy of the start-up plan with the Recommendation Letter.
4. Do not send a draft letter to the individual. **The college will send the final letter via email and copy you**.

Instructions:

1. COPY/PASTE to new document
2. Customize areas in green
3. Remove areas in red if not applicable or customize as necessary
4. Change all text to the same font, size, and color
5. Print on letterhead – adjust for page formatting issues
6. Sign & send to HRBC point of contact or as a Workday help case using “employment actions” as the case type; including all required supplemental information
7. The following documents should also be sent with the letter, but as a separate document based on the Office of the Provost hiring guidelines:
   1. Credit towards tenure – Hire with Tenure Credit form and a brief statement supporting the decision to grant the candidate credit towards tenure
   2. Tenure – Tenure with Hire (AA-12) form and faculty votes (in sealed envelope)
   3. ***Note – Faculty Excellence must approve the tenure credit or hire with tenure forms before the letter can be sent to the candidate***
   4. *Start-up plan*
8. Once the college receives the letter back, we will start the process to request an employment agreement (offer)
9. Once you receive the notification from the college that the employment agreement has been signed, you should contact our newest faculty member!

[Insert date]

Name

Address

City, State, Zip

Dear [title Last Name],

I am pleased to notify you that the Dean of the College of Sciences supports the recommendation to appoint you as rank/title in the Department/School. The purpose of this letter is to secure your approval for the college to be able to present the appointment to the Provost and Vice President for Academic Affairs, who extends formal offers.

The following summarizes the recommendation.

**Start Date**

This appointment would be effective August 8, 2018. [Note: For individuals starting in spring use the date published by Office of the Provost]

**Salary**

Your nine-month/twelve-month salary rate is $00,000 for 1.00 FTE. You will be paid 19.5/26.1 equal installments based on the university pay schedule. Summer employment is not guaranteed but you may have the opportunity to teach as budget permits. {Remove last sentence for twelve-month position}

**Location**

Your primary work assignment will be on the UCF Orlando campus/regional campus – campus location. Your secondary work assignment will be on the regional campus - [campus location].

**Teaching Assignment**

The normal teaching responsibility is two courses per semester; however, the number of courses taught may vary from year to year depending on the needs of the department/school and may vary under the terms of the department/school’s Workload Policy.

[This section may be used to explain the initial assignment if unusual. For joint appointments, this section could refer to a memorandum of understanding (MOU) between the home and host unit.]

**Position Status**

[For this section only pick one of the four paragraphs]

Tenured

Your appointment would be a tenured position contingent upon the approval from the Board of Trustees. You will be notified in writing by the president or representative within days of the decision of the board. For more information please visit College of Sciences Faculty Affairs’ website at <http://www.cos.ucf.edu/facultyaffairs/>.

Tenure earning

Your appointment would be a tenure-earning position with one (1) year credit towards tenure. For more information regarding the tenure and promotion process at UCF please visit the College of Sciences Faculty Affairs’ website at <http://www.cos.ucf.edu/facultyaffairs/>.

Non-tenure earning [non-visiting]

Your appointment would be a non-tenure earning position. For more information about the promotion process please visit College of Sciences Faculty Affairs’ website at <https://sciences.ucf.edu/faculty-affairs/>.

Non-tenure earning [visiting]

Your appointment would be a non-tenure earning position.

**Conditions**

[If there are any special conditions or requirements of employment relevant to the prospective employee’s qualifications (e.g. provisional) or assignment (e.g. research, clinical). Additionally, it should include any time limits for time-limited appointments (e.g. Research, visiting nonrenewable, visiting renewable). **Some standard verbiage examples below**.]

[Provisional] Employment is contingent upon your successful completion of the Ph.D. in Statistics by your start date/predetermined date. Upon completion of your degree, a tenure earning agreement will be requested.

[Visa] Employment is contingent upon your ability to provide documentation proving United States citizenship or legal right to work in the United States.

[Visiting, Non-renewable] This is a one year, visiting position

[Visiting, Renewable] This is a visiting position with the possibility of renewing up to a total of four (4) years.

Need to select one of the paragraphs below. The first paragraph is for candidates selected from a search. The second paragraph is for candidates selected without a search (e.g. visiting nonrenewable) OR currently employed by UCF.

[Search option] Employment is contingent upon UCF Human Resources conducting a criminal background check. To that end, you will receive an email from Human Resources to request your completion of an online form. Your diligence in completing the process is greatly appreciated.

[Non-search option] Employment is contingent upon UCF Human Resources conducting a criminal background check. To that end, you will need to complete an application. A link will be provided to you after you have accepted the terms outlined in this letter. Once the application is complete, you will receive an email from UCF Human Resources outlining the next steps in the background check process.

**Contract & Grants (C&G) Funding Considerations**

[Only required for C&G positions – if this is not a C&G position you can remove this section completely]

**Code of Conduct**

The University of Central Florida has an employee code of conduct. More information on that can be found at <https://www.oie.ucf.edu/documents/CodeofConduct.pdf>.

**Support**

Relocation Stipend

The Department/School, subject to administrative approval, will provide you with a relocation stipend in the amount of $5,000 [NOTE: this cannot exceed 10% of salary], pursuant to university policy 3-505.2. Your acceptance of the relocation stipend serves as the acknowledgement of your understanding and acceptance of the terms of the policy. The policy can be found at <https://policies.ucf.edu/documents/3-505.pdf>.

Relocation stipends, which could include things such as moving or house hunting, are subject to income tax withholding, which will be deducted by UCF Payroll from the relocation stipend.

Office

Initially, an office on the primary location campus will be assigned to you. A computer will be provided with the standard installed software including SPSS and ArcGIS. [Any significant disclaimers re: space assignment/policies should be included]

Lab/Research Space

Initially, a shared/dedicated lab will be assigned to you. [Any significant disclaimers re: space assignment/policies should be included]

Benefits

For more information regarding UCF benefits please visit Human Resources’ website at <https://hr.ucf.edu/current-employees/benefits/>. In addition, UCF and State of Florida offers retirement program options to employees. To learn more about retirement options, please visit: <https://hr.ucf.edu/current-employees/benefits/retirement/> or contact UCF Human Resources (HR) by telephone at (407) 823-2771.

Start-up Funds

A start-up package in the amount of $00,000 will be provided to establish your research program. Funds can be distributed over a period of one to three fiscal years based your startup budget plan.

The Department/School is looking forward to working with you. If you have any questions, please do not hesitate to contact me. If the terms outlined above are acceptable to you, please sign this letter below and return it to the college by Month Day, Year.

Sincerely,

[Hiring Official]

Standard Signature Block

I agree with the terms outlined in the above letter and under these conditions would join the University of Central Florida department/school on Month Day, Year.

Candidate’s Signature Date