

Instructions for completing the Offer and Acceptance for Hire or Rehire Form

The "Offer and Acceptance for Hires, Rehires or Reappointments" Form serves as the official contract between the University of Massachusetts Boston and a hire or rehire, as well as faculty or professional staff who are reappointed. It is NOT a stand-alone document. It must always accompany a Personnel Action Form for all new hires and rehires for members of the faculty and professional staff, as well as all reappointments where the conditions (e.g., salary, title, percent of time) of the reappointment are changing. The offer, consisting of the terms stated on the form, constitutes the entire agreement between the University and the hire or rehire. No hires or rehires to faculty or professional staff position vacancies shall begin without a signed Offer and Acceptance Form. Instructions for completing the form are as follows:

1. **Employment Classification:** Insert an X in the appropriate box to indicate the position's classification.
2. **Employee Name:** Enter the employee's name.
3. **Department Name:** Enter the name of the department.
4. **Position Title (Benefited Only):** If the position is benefited, enter the position title. For all faculty and classified positions, the former "state title" is the position title. For all professional positions, the former "working title" is the position title. If a "Contingent Hire" to a faculty position, insert an X in the appropriate box and complete number 13 below.
5. **Job Code Title (Non-Benefited Only):** If the position is non-benefited, enter the job code title.
6. **Effective Date:** Enter the date on which the action is to begin. In most cases, action start dates are effective on a Sunday.

Appointment End Date: Enter the date on which the appointment is to end. If a permanent benefited position on state or trust funds, leave blank. For grant-funded positions, the appointment end date cannot exceed the grant end date. In most cases, appointment end dates are effective on a Saturday

7. **Appointment Basis:** Insert an X in the appropriate box to indicate whether the appointment is for a calendar year (professional and some faculty positions) or an academic year (faculty positions only) or is based on a 43-week contract (professional positions only).
8. **Annual Salary Rate:** Enter the total annual rate of pay (bi-weekly rate times 26) if employee is receiving a bi-weekly rate of pay. If employee's pay rate is hourly, enter the rate per hour followed by the word "hourly" (i.e., \$25.50/hourly).

Also include the employee's FTE, regardless of employment status. The FTE is the estimated number of hours an employee is expected to work per week divided by the

total number of hours a full-time employee is expected to work in that particular official title. An employee's total employment within the University, as well as all other State Agencies, cannot exceed 100 percent.

9. **Regular/Temporary:** This refers to the employee's benefits status. Check the appropriate box. All benefited positions are indicated as "Regular." All non-benefited positions are indicated as "Temporary."
10. **Credit Toward Tenure:** For faculty positions only. The amount of credit awarded toward tenure (credited as probationary years served) as granted by the Delegated Appointing Authority at the time of initial hire/rehire. Credit toward tenure may be awarded to hires/rehires who have had an academic appointment at another college or university subsequent to the attainment of the terminal degree, or who have had equivalent professional experience.
11. **Tenure Decision Year:** For faculty positions only. Enter the faculty member's Tenure Decision Year, if applicable. The Tenure Decision Year is the academic year during which a tenure-track faculty member is considered for tenure.
12. **Other Commitments and Contingencies:** Note any special arrangements that have been made regarding this hire/rehire and attach relevant documentation to the form (e.g., the period, or periods, of non-responsibility for professional staff paid on a 43-week contract).
13. **Contingent Appointment Only:** For faculty positions only. For a faculty member hired/rehired to a tenure-track position, and where rank is contingent upon completion of requirements toward receipt of the terminal degree, the parameters of the hire/rehire are defined here in accordance with the Academic Personnel Policy Document T76-081.
14. **Recommended or Approved by:** The signature of the Department Head and/or Dean/Director authorized to approve the Offer and Acceptance Form must appear on the respective lines.

Contact Information: Enter the Contact Person, Phone Number and E-mail address. This will give HR an individual to contact if there are questions concerning the form.

15. **Contact Person:** Enter the contact person.
16. **Phone Number:** Enter the contact person's phone number.
17. **E-mail:** Enter the contact person's e-mail.
18. **Date:** Enter the date the personnel action form was prepared.