DATE

Name

The University of Akron

Title/Department

Akron, Ohio 44235

Dear:

It is my pleasure to offer you employment as Associate Dean of The University of Akron, College of XXXXXX, effective Month , XXXX, subject to approval of the University’s Board of Trustees. This is a 12-month administrative position with a salary of $XXX plus a monthly stipend of $XX.

During this appointment, you shall retain your current rank and tenure in The University of Akron COLLEGE. If during the term of this agreement, you cease to serve in the capacity of Associate Dean of The University of Akron XXXXXX whether by choice or by the University terminating this agreement without cause, you shall be entitled to return to the position of Professor, XXXXXXXXX in the COLLEGE/DEPT with a salary at 9/11ths of your then current base salary. If applicable, you will also receive the same base salary adjustment given to Bargaining Unit Faculty during your service as Associate Dean, subject to satisfactory performance.

Your duties as Associate Dean will consist primarily of administrative responsibilities, teaching, and research. The Dean of the COLLEGE will identify your specific work responsibilities.  You are also expected to keep office hours and advise/assist students enrolled in your classes and students seeking help outside of the classroom. You are also expected to be a good colleague and make service contributions to the College, the University, and the community at large.

Expectations in this role include but are not limited to:

* Teach X course per year
* Help plan and implement strategic goals
* Engage faculty and staff toward the mission of both the College and University
* Coordinate work responsibilities with the XXX
* Contribute to the success of the The University of Akron College students

You are entitled to earn 22 regularly-scheduled days of paid vacation in accord with established policy governing twelve-month appointments for administrators and contract professionals. Attendance at business and professional meetings and conferences shall not be considered vacation time. You shall be entitled to earn with 15 regularly-scheduled workdays of sick leave per year which may be accumulated without limit in accord with Board policy applicable to twelve-month, full-time administrators and contract professionals.

Your salary will be subject to mandatory deductions of federal, state, and city taxes as well as a Federal Medicare tax. As a University employee, you will have options to participate in the State Teachers Retirement System (STRS) or a State approved Alternative Retirement Program (ARP). You are entitled to enroll in the University’s Group Insurance Program. Your benefit coverage will be effective on the first day of the month following your appointment date and upon completion of enrollment applications with our Department of Human Resources. If you would like to obtain information on the retirement investment and health benefits programs, please contact the University’s Benefits Administration Office (330-972-7090) and they will make this information available to you.

The University of Akron strives to create a welcoming and safe environment for its students and employees, and we each have a role in achieving these important goals.  To help you fully understand your role and comply with our Gender-Based Misconduct & Title IX Policy & Protocol, the University provides a one-hour online training.  You will automatically be enrolled in this training the month after hire and instructions will be emailed to you on how to access the training.  Should you have any questions on the training or if you wished to be enrolled sooner, please contact EEO at ext. 7300 or [EEOCompliance@uakron.edu](mailto:EEOCompliance@uakron.edu).  All University of Akron employees whose duties include some involvement with The University of Akron’s intercollegiate athletics program are required to comply with all relevant NCAA Bylaws in performing their work.

As a full-time State of Ohio employee, you will be required to seek pre-approval for any activities outside the University which may pose a conflict of interest or conflict of commitment, especially if the activities would result in compensation to you directly or indirectly.

All University of Akron employees are required to comply with applicable provisions of Ohio’s ethics laws affecting public employees. Current copies of these laws may be obtained from the Office of General Counsel. Additionally, University employees are required to complete and submit annual conflict of interest and conflict of commitment disclosure forms as well as comply with specific disclosure requirements for certain outside activities involving compensation to the employee from an external source. Violations of ethics laws or failure to comply with policies or annual and specific reporting requirements addressing conflict of interest and conflict of commitment issues may subject an employee to disciplinary action up to and including termination, as well as expose the employee to criminal violations under Ohio law. Employees should refer to Rule 3359-11-17 to receive full information concerning reporting and disclosure requirements and policies regarding conflicts of interest and conflicts of commitment.

From time to time during the term of appointment, the University may, upon recommendation of the President and approval of the Board of Trustees, or authorized designee, authorize assignments, reassignments or other changes in an individual’s duties or responsibilities, including but not limited to teaching or administrative assignments which shall be in addition to the individual’s primary responsibilities to the University; and, in such instances, the individual may receive additional stipends or salary in connection with the performance of such additional responsibilities.

This appointment is subject to and incorporates by reference all applicable state and federal laws and all rules of The University of Akron as adopted and from time to time hereafter amended by the Board of Trustees, including but not limited to those rules set forth in Section 3359 of the Ohio Administrative Code and the Bylaws, Rules, Regulations, and Resolutions of the Board of Trustees, or adopted pursuant to rule-making authority delegated by the Board of Trustees. Those rules which are filed with the Secretary of State may be located at <http://www.uakron.edu/ogc>.

Please indicate your acceptance of this position, subject to approval by the Board of Trustees or by the President or the President’s designee, if applicable, by signing and returning this letter by DATE.

Congratulations!

Sincerely,

Dean

Title

My signature below indicates that I accept this position as noted above. All offers of employment with The University of Akron are contingent upon verification of credentials, proof of Covid-19 vaccination, and satisfactory completion of a criminal background check. Some positions may require additional credit investigation and a pre-employment driving record search. All offers are conditional pending Board of Trustees approval.

I understand that services are to be rendered in accordance with the policies established by The University’s Board of Trustees. By signing this letter, you acknowledge this position is at-will and falls within the unclassified civil service in the State of Ohio and as such does not create a property right to any position with the University or the State of Ohio. Signing this letter validates your understanding of this appointment and your acceptance of the policies and benefits of unclassified employment.

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Dr./Mr./Mrs./Ms. XXXXXXXXX Date