

Effective Fall 2021 the mandatory hire date for new faculty is August 1; the nine-month academic appointment period remains September 1 through May 31.

Texas A&M University has mandated an August 1 (at the very latest, August 16) hire date for all new faculty. The August hire date will ensure that the new faculty hire is in residence and allows ample time to be fully on-boarded, enrolled in a benefit plan, and compensated for work that occurs prior to the fall academic term, such as attending orientations, facilitating course preparation, and coordinating office and research lab set-up. The nine-month academic appointment period will remain September 1 through May 31, meaning there is an additional salary cost for new hires. The spring semester mandatory hire date is January 1 or at the very latest, January 16, and the new employee is required to be in residence by the hire date.

For existing faculty, there is no change to the academic appointment period, which begins September 1. Annual appointment letters are required per University Rule 12.01.99.M2 (see 2.1.4) to reflect the terms and conditions of the appointment after the TAMUS Board of Regents has approved the budget for the next fiscal year.

The mandatory hire date for all new graduate assistants employed in a teaching (GAT), lecturer (GAL), research (GAR), or non-teaching (GANT) position is on or before the first day of the semester when the new graduate assistant is expected to begin employment-related responsibilities. Graduate assistants are required to be in residence by the hire date.

All Texas A&M University (TAMU-02, HSC-23) new hires enrolling in health insurance on their start date will be reimbursed, minus applicable taxes, for the State Group Insurance Premium (SGIP) incurred during the 60-day waiting period per recent guidance. This will also mitigate the risk of faculty and graduate assistants opting out of health insurance coverage during the waiting period due to out-of-pocket costs. The full SGIP benefit begins the first day of the month after 60 days of employment.

We acknowledge that there may be specific situations related to visas, work authorization dates, and the ability to start work and be in residence on August 1 or August 16. These situations will be dealt with on a case-by-case basis. We also recognize that clinical faculty appointments (patient care) have varying appointment start dates and expectations. For example, clinical faculty often have special situations related to clinic hours, calendar, and appointment scenarios.

Suggested offer letter language for new faculty hire:

I am pleased to confirm in writing our offer of a [*insert appropriate faculty title*] position in the Department of [XXX] at Texas A&M University (TAMU). You will receive one month salary of [\$XX,XXX] to facilitate preparation for classes, attend orientations, and become familiar with department procedures if you are in residence and can begin employment on August 1, 202X. Your annual full-time nine-month academic appointment for FY2X will commence on September 1, 202X, at a salary of \$xxx,xxx (\$XX,XXX/month). Upon acceptance of this offer, your employment will require further and final administrative approval.

Suggested offer letter language for new graduate assistant* hire:

I am pleased to confirm in writing our offer of a [*insert appropriate graduate assistant title*] position in the Department of [XXX] at Texas A&M University (TAMU). You will receive one-month salary (at 50% effort) in the amount of \$X,XXX to facilitate preparation for classes, attend orientations, and become familiar with department procedures if you are in residence and can begin employment on August 1, 202X. Your X-month appointment at 50% effort for FY2X will commence on September 1, 202X, at a monthly salary of \$X,XXX. Upon acceptance of this offer, your employment will require further and final administrative approval.

There is recognition that the academic appointment period for graduate assistants may be 4.5 months, 9 months, or 12 months based on position needs. **The appointment period must be a minimum of 4.5 months to be benefit eligible.*

Processing best practices:

Faculty Affairs may return new faculty hiring documents if the hire date falls outside of the mandate. Hiring departments are encouraged to include a detailed explanation if this occurs.

Carefully consider the Workday annual work period, academic appointment period, and options:

- Use August 1 – May 31 as the annual work period and after November 1, initiate a Workday data change business process to adjust to a nine-month annual work period (i.e., September 1 – May 31). The November data change is recommended to ensure that the modification in the annual work period does not impact benefit enrollment or other Workday actions.
- Do not use an annual work period of less than 4.5 months; the employee will lose benefit eligibility.
- If a graduate assistant is graduating in December, process the termination on or after December 1.
- If a graduate assistant is graduating in May, process the termination on or after May 1.
- HR Liaisons should take note of semester deadlines to complete Workday action items that will result in F-1 or J-1 graduate assistant's inclusion in the student health insurance plan waiver report.

When the hire date falls on a weekend or holiday (i.e., January 1) the Form I-9 can be:

- Completed in person, prior to the start date if all parties are on campus,
- Started remotely by the employee on or before January 1, and followed up in person with the HR Liaison no later than January 6 to verify documents and complete Section 2
- Completed remotely using an Authorized Agent to complete Section 2 in person