

*Unit letterhead*

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Conditions of Employment

xxDate

xxFacultyLibrarianName

xxRank

xxAddress

Dear xxName

As a member of the faculty of the University at Buffalo Libraries, your primary assignments are:

- responsibility
- responsibility
- responsibility
- other position responsibilities ...

Further, as a member of the Libraries' faculty, you are responsible for meeting the criteria outlined in the [Criteria for Library Faculty Personnel Actions](#) (June 2009) as approved by the University President and Provost.

Briefly, those criteria are:

- competence in librarianship
- contributions to the Libraries and their services
- professional contributions
- scholarly accomplishment
- effectiveness of University and community service

Unit support in terms of reasonable time and financial resources to accomplish these goals is assumed. The Associate Vice President for University Libraries will review your progress in meeting these goals with me prior to the preparation of your dossier for a reappointment or continuing appointment decision to assure that both you and the Libraries have lived up to these mutual expectations. A copy of this Conditions of Employment Letter will be kept on file in the Libraries Human Resources Department of the Associate Vice President's Office.

Ultimately, the conditions of employment are governed by the State University of New York [Policies of the Board of Trustees](#) and the [Agreement between the State of New York and United University Professions](#) (2007-2011).

I will be pleased to meet with you periodically to discuss the current responsibilities of your position and the expectations outlined above. In the event your primary work responsibilities change, a new Conditions of Employment Letter will be prepared.

Sincerely,

Unit Director, Title

Unit

cc: HR Officer