



**Sheldon B. Lubar**  
**College of Business**

*Office of the Dean*

June 7, 2023

Sahar Bahmani  
[REDACTED]  
[REDACTED]  
[REDACTED]

Kaushal Chari, Ph.D.  
Sheldon B. Lubar Dean  
P.O. Box 742  
Milwaukee,  
WI 53201-  
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414 229-6526 phone  
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uwm.edu/business

Dear Sahar:

With the approval of the Chancellor, I am pleased to offer you to a fixed-term, terminal teaching academic staff appointment in the Finance area at the Sheldon B. Lubar College of Business (LCB).

Please review all of the material in this contract with your supervisor to make sure that you understand the nature of the appointment and the conditions that apply to it. To help you in that discussion, please review the information for Fixed-Term Academic Staff provided by the Department of Human Resources at: <https://uwm.edu/hr/>.

**Terms:**

The terms of this appointment are as follows:

- **Title:** Teaching Professor
- **Percentage of Appointment:** 100%
- **Dates of Appointment:** August 21, 2023, through August 17, 2024  
This fixed-term academic staff appointment is only for the period of time specified in this letter. Renewal of this contract is not intended, and per Wis. Admin. Code sec. UWS 10.05(1)(a) and Chapter 108 of UWM’s Academic Staff Personnel Policies and Procedures (ASPPP), no further notice of nonrenewal will be given except as required under Chapter 108 of the ASPPP.
- **Full-time Salary Rate and Pay Basis:** \$125,000 / A Basis  
Annual salary increases, for this appointment are governed by applicable UWS and UWM merit procedures established for faculty and academic staff.
- **Salary Grade:** 70
- **Federal Fair Labor Standards Act (FLSA) Status:** Exempt
- **Supervisor:** Kaushal Chari, Dean
- **Operational Area:** Finance
- **Duties and Responsibilities:** The primary responsibilities in this position will be to teach three (3) course load per semester (fall and spring) and one (1) course load in the summer in Finance at the Lubar College of Business.  
Additionally, you will contribute to the mission of Lubar College by serving as the Dream Exchange Director of Finance program. In this role, you are expected to enhance and maintain the curriculum of our undergraduate program in finance and our MS in Finance Analysis, plan future program offerings in finance, grow enrollment in our finance programs, engage with employers, as well as mentor, and advise students. You are expected to provide service to the Finance Area, College, and University.

- **Performance Review Requirement:** Initial appointments at 50% or greater require a performance review to be conducted in the sixth month after the initial appointment and annually, thereafter per Chapter 105 of the Academic Staff Personnel Policies and Procedures (ASPPP).

**Academic Staff Policies:** The provisions of [Wisconsin Administrative Code \(UW System Chapters\)](#) and [University of Wisconsin-Milwaukee Academic Staff Personnel Policies and Procedures](#) apply to this appointment. This information is available under Academic Staff Appointment Information on the UWM Human Resources web site at: <https://uwm.edu/hr/>.

**UWM Compliance Policies:** UWM values diversity in all forms. This position will be expected to perform in a professional manner and in line with the University Code of Conduct. Further, as an institution within the UW and State of Wisconsin employees are expected to comply with our various campus, UW System and Board of Regent Policies, including, working in a Drug Free Environment and operating ethically. More information related to these policies and other compliance programs may be found at: <https://uwm.edu/hr/compliance/>.

**New Employee On-Boarding:** Prior to your start date, you will be contacted by an HR team member to set up an appointment to complete new hire paperwork.

**Benefit Eligibility:** *Wisconsin Retirement System (WRS) Benefits:* Academic staff appointees meeting requirements for participation in the Wisconsin Retirement System are eligible for sick leave benefits as described in UW System Admin Policy 1212. Only annual pay 12-month “A” basis academic staff appointees, meeting requirements for participation in the Wisconsin Retirement System, are eligible for vacation/annual leave benefits as described in UW System Admin Policy 1210. Legal holidays occurring during the academic year constitute the only paid vacation period for academic staff paid on an academic year basis. This appointment also carries entitlements to other benefits as described at: <https://www.wisconsin.edu/ohrwd/benefits/download/summaries/fasl.pdf>

**Benefits Enrollment:** You have 30 calendar days from your contractual date of hire to apply for benefits, including health, dental, and life insurance. If you do not apply for these benefits during this 30-day window, you might not be able to apply for them in the future, or you may encounter long waiting periods before the benefit takes effect. Most benefits (including health insurance) elections must be submitted online using Self Service through the myUW Portal. View the How to Use Self Service document for step-by-step instructions: [https://www.wisconsin.edu/ohrwd/benefits/download/self\\_enroll\\_instructions.pdf](https://www.wisconsin.edu/ohrwd/benefits/download/self_enroll_instructions.pdf). If you have worked for UW Milwaukee, UW System or for a State agency in the past, you will need to enroll using paper applications. Elections must be received by the Department of Human Resources (Engelmann 125) no later than 4:30 P.M. on the 30th calendar day after your first day. To help you determine which benefits and insurance plans are best for you, please attend a Benefits Review within your first 30 days of employment. The schedule for the Benefits Reviews can be found on the Human Resources website. (<https://uwm.edu/hr/benefits/reviews/>)

For assistance in selecting an appropriate plan, we recommend visiting the Benefits Learning Tools provided by UW System: <https://uwm.edu/hr/benefits/learning-tools/>. Here, you can access the Benefits Mentor which is an interactive benefits counselor that you can use your claims information and individual preferences and medical needs for personalized plan design recommendations. You may also contact the Benefits Office at (414) 229-5353, or [benefits@uwm.edu](mailto:benefits@uwm.edu), to ask any questions regarding benefits, including eligibility.

**Payroll Information:** The University of Wisconsin distributes pay using an electronic direct deposit program. Automated Clearing House (ACH) allows the safe, fast, efficient crediting of your pay directly to your financial account. Please complete the ACH form, Employee's Withholding Exemption Certificate (W 4), Employee Self-Identification Form and Emergency Contact Form and take them with you to your on-boarding appointment.

Annual (12-Month) appointees are paid every other Thursday after receipt of appropriate paperwork in Human Resources. The bi-weekly payroll schedule, listing the specific pay dates, is available at: <https://uwm.edu/hr/home/managers-and-hr-partners/calendars-and-schedules/>. Pay will be prorated based on FTE and employment dates and divided based on 26 pay periods.

**I-9 Verification:** This offer of employment is contingent upon verification of your identity as required by the Immigration Reform and Control Act of 1986 and obtaining work authorization, including, but not limited to, obtaining the appropriate visa, as required by the U.S. Immigration and Naturalization Service or the U.S. Department of State. It is your responsibility to obtain and provide the appropriate identity verification information and work authorization. Failure to provide identity verification and work authorization prior to the commencement of your employment may result in UWM withdrawing this offer.

**Reasonable Accommodation:** It is the policy of University of Wisconsin-Milwaukee to provide reasonable accommodations for qualified individuals with disabilities. If you need a reasonable accommodation to perform the essential functions of your position, please contact Shawn Hazelwood, Human Resources Business Partner at 414-229-4581 or [smhazel@uwm.edu](mailto:smhazel@uwm.edu).

**Required Trainings:** All UWM employees are required to complete sexual violence and sexual harassment training every three years, an annual IT security training, and a one-time Child Abuse and Neglect training. Links will be forthcoming within 30 days of your contract start date.

**CBC and Reference Check:** *This offer of employment is conditional pending the results of a criminal background check and the reference check process that includes questions regarding sexual violence and sexual harassment. If the results are unacceptable, the offer will be withdrawn or, if you have started employment, your employment will be terminated.*

**Transcripts:** We require a copy of educational transcripts for your highest degree. Please submit your transcripts to Shawn Hazelwood within 10 days of your contract start date.

To accept this offer, please email a signed copy of this contract within 5 days of receipt to Dean Kaushal Chari ([kchari@uwm.edu](mailto:kchari@uwm.edu)) and a copy to [lsb-hr@uwm.edu](mailto:lsb-hr@uwm.edu).

If you have any questions, please feel free to contact your supervisor.

Sincerely,



Kaushal Chari  
Sheldon B. Lubar Dean

c: Mark Srite, Associate Dean of Academic Affairs  
Richard Marcus, Executive Committee Chair  
Amanda Obermeyer, Business Affairs Director  
Shawndrika Hazelwood, Human Resources Business Partner

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Dear Dean Chari:

I accept this appointment and the terms as described in this letter.

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Signature

Date