**Sample Offer Letter: Full-Time, Tenure Track**

On behalf of the Georgia Institute of Technology (“Georgia Tech”), it is my pleasure to offer you a tenure-track appointment as **[*rank/title*]** in the **[*academic unit*]** at a salary of **[*salary*]** per academic year (nine months), effective **[*date*]**.

**OR**

On behalf of the Georgia Institute of Technology (“Georgia Tech”), it is my pleasure to offer you a tenure-track appointment as **[*rank/title*]** in the **[*academic unit*]** at a salary of **[*salary*]** per academic year (nine months), effective **August 1, 2017**. The actual 9-month contract period is August 15, 2017-May 15, 2018 however, Georgia Tech recognizes that there is significant work that a new faculty member needs to do in preparation for the start of the academic year. This may include, but not be limited to, course preparation, new employee/faculty orientations, school/college events, laboratory set-up, grant writing, etc. For the period of August 1, 2017-August 14, 2017, you will receive **[$XX.XX].**

**PhD Contingency**

Your employment is contingent upon your obtaining your **[*highest degree*]** prior to the **[hire date]. In the event that all requirements for the [degree] have not been met by [date], you may be appointed as an Instructor for one year.**

**A. No Probationary Credit (Must have A or B)**

Regarding tenure, you will be eligible to be considered for tenure during **[*5th academic year*]** academic year. You will be required to be considered for tenure during the **[*6th academic year*]** academic year.

**B. With Probationary Credit (Must have A or B)**

Regarding tenure, you will be given **[*number of years*]** year’s prior credit towards tenure, based upon your position as a faculty member at **[*institution*]**. Therefore, you will be eligible to be considered for tenure during **[*earliest academic year*]** academic year. You will be required to be considered for tenure during the **[*6th academic year*]** academic year.

We are extremely interested in the development of your

* Research in the area of **[*expertise*]**.
* **[*Elaboration on expected research activities*]**.
* **[*Expected teaching load sentence*]**.

**[*Travel and start up package statement*]**. This offer includes the further commitment of support for the summer term(s) of **[*year(s)*], pending renewal of your contract,** if support is not available from research funds. [Summer salaries are one-third of the previous academic year salary and may be subject to teaching responsibilities.] Consequently, your total salary rate for your first year of employment would be **[*salary*]**.

* **[*Graduate student and/or staff support statement*]**.
* You will report to **[supervisor’s name]** and will be paid on the last business day of each month**.**

By accepting this offer, you agree to comply with any applicable statutes and regulations, the Bylaws and Policies of the Board of Regents of the University System of Georgia (“BOR”), and all Georgia Tech policies. BOR and Georgia Tech policies are available at [www.usg.edu](http://www.usg.edu) and [www.gatech.edu](http://www.gatech.edu). General descriptions of Georgia Tech’s fringe benefits, consulting policy, employment policies, and guidelines are available online at <http://www.ohr.gatech.edu/>. Further details can be obtained by viewing the Faculty Handbook online at <http://www.policylibrary.gatech.edu/faculty_handbook>. This offer and its commitments supersede all other offers and commitments, oral or written, explicit or implied, made by any person at Georgia Tech.

Georgia Tech (through the Office of Faculty Affairs) will arrange and pay up to $15,000 for your relocation to Atlanta in accordance with the Provost’s Office’s ‘Guidelines on New Academic Faculty Relocation.’ Should your relocation costs fall outside of the specified amount above, additional approval will need to be sought from the Office of the Provost to cover any overages. Please contact **[Departmental HR Representative]** to initiate the relocation process or request an exception. The guidelines for New Academic Faculty Relocations can be viewed at the following website: <http://www.policylibrary.gatech.edu/moving-expense-payment-new-academic-faculty>. Per the Tax Cuts and Jobs Act, effective January 1, 2018, all payments for relocation assistance are now taxable income to the employee.  Please consult a tax professional for specific tax counsel and advice.

If you accept this offer, the School/College of **[*name*]** will pay expenses for **[*number – max of 2, no more than 3 days total*]** house-hunting trip(s). **[*Details of what will be reimbursed. Examples: economy airfare, hotel, car rental, meal per diem, etc.*]**.

This offer is contingent upon:

1. Receipt of the necessary approvals for you to work in the United States from the U.S. Citizenship and Immigration Service;
2. Your completion of the upper portion of Federal Form I-9 on the first day of your employment. This form must be completed in the presence of an authorized deputy of the Georgia Tech Office of Human Resources where you will be asked to present proof of your identity and your eligibility to work in the United States as required by the Immigration Reform and Control Act of 1986;
3. Your completion of a State Security Questionnaire;
4. Your signing of a loyalty oath and intellectual property agreement;
5. Successful completion of a background investigation, including a criminal background check demonstrating your eligibility for employment with Georgia Tech as determined by the Institution in its sole discretion and confirmation of the credentials reflected in your application materials; and
6. Approval by the President of Georgia Tech.

Notwithstanding any other provision of this appointment, for Fiscal Year [*applicable fiscal year*], BOR has authorized the President to implement a mandatory furlough program. In the event it becomes necessary for the President to exercise this authority, employee furloughs will be implemented in accordance with guidelines promulgated by the Office of the Chancellor.

Please notify us of your decision to accept this appointment by signing the acceptance statement below. Feel free to contact me with any questions.

Sincerely,

(Supervisor’s Name and Title)

I accept this offer with an effective date of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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SIGNATURE DATE