**Offer Letter Template: Administrative Appointment – Internal**

<Date>

XXXXXXXX

XXXXXXXX

XXXXXXXX

Dear <Candidate’s Name>:

On behalf of the Georgia Institute of Technology (“Georgia Tech”), it is my pleasure to offer you an administrative appointment as **[title]** in the **[academic unit]** at a salary of **[salary]** per [**academic/fiscal year]**, effective **[date]**. This appointment supplements your [**tenured or rarely tenure track]** appointment, which remains in place.

With respect to this administrative appointment as **[title]**, it shall be our understanding that you will serve in this position for a period of **[generally five years]** with a review of performance annually. Reappointment will be possible following a positive Administrative Review in **[year of administrative review – generally in the fifth year].** The individual serving in this administrative position reports to and serves at the pleasure of the **[chair/dean/provost].**

In addition to your current **[academic/fiscal]** year base salary of **[current base salary],** you will receive an administrative stipend of **[stipend amount]**. The administrative stipend will be added to your **[academic/fiscal]**-year base rate of **[current base salary (converted if changing from academic to fiscal)]** for a total salary of **[total base + stipend]** per **[academic/fiscal]** year. Once you relinquish the **[title]** responsibilities, your salary will return to the base rate and appointment plus any increases such as merit.

As we discussed, your assignment includes elaborate on job duties here.

Your allocation of effort at appointment will be X% teaching, X% research/scholarship, X% service, and X% administration *[include following, or more specific instructional details, if there is a teaching assignment:]*, and you will be expected to teach X credit hours/year. This allocation of effort may be revised during the term of your employment. This is a full-time position and carries an expectation of a 40-hour workweek.

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>.

For 12-month appointments: As a fiscal-year faculty member, you will accrue 14 hours per month of vacation leave and eight hours per month of sick leave. All leave must be reported in the appropriate time-management system and approved by your supervisor.

For nine-month appointments: As an academic-year faculty member, you will accrue eight hours per month of sick leave per month. All leave must be reported in the appropriate time-management system and approved by your supervisor.

As a Georgia Tech employee, you will be required to report all outside consulting activities and any actual or apparent conflicts of interest for you and/or members of your family. The Georgia Tech Conflict of Interest policy can be found at <http://www.policylibrary.gatech.edu/faculty-handbook/5.6.3-conflict-interest>. These policies are based on State and federal law and regulations.

This offer and its commitments supersede all other offers and commitments, oral or written, explicit or implied, made by any person at Georgia Tech.

This offer is contingent upon:

1. Successful completion of a standard background investigation, including a criminal background screen per Georgia Tech and University System of Georgia policies, see: <http://policylibrary.gatech.edu/employment/pre-employment-screening>. Please note employees may not begin work or be paid prior to successful completion of the background investigation. Your Human Resources representative, **[departmental HR contact]**, will contact you once you have been cleared to begin work and
2. Approval by the President of Georgia Tech.

Notwithstanding any other provision of this appointment, for Fiscal Year **[applicable fiscal year]**, the Board of Regents 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. If you have any additional questions, feel free to contact me.

Sincerely,

<Name>

Dean/Chair of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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<Type Candidate’s Name here> Date