**Offer Letter Template: Part-Time New Hire**

<Date>

XXXXXXXX

XXXXXXXX

XXXXXXXX

Dear <Candidate’s Name>:

It is my pleasure to offer you a non-tenure-track appointment as a temporary, part-time Lecturer in the **[School/College]** at a monthly rate of $**[Salary]**, effective **[Full Date]** through **[Full Date]**.

This is a fixed-term appointment; it may be renewed at the sole discretion of the Georgia Institute of Technology. This offer may be withdrawn, in Georgia Tech’s sole discretion. You will report to **[supervisor’s name]** and will be paid on the last business day of each month**.**

You will be teaching the following class(es). Please see the attached job description for more information.

**FALL [Year]**

**[Class(es)], [Credit hours and contact hours per week]**

**SPRING [Year]**

**[Class(es)], [Credit hours and contact hours per week]**

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 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.

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This offer is contingent upon:

1. 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;
2. Your completion of a State Security Questionnaire;
3. Your signing of a loyalty oath and intellectual property agreement;
4. 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;
5. Completion of the University System of Georgia Part-Time Faculty Teaching Agreement form; and
6. Approval by the President of Georgia Tech.

If your school/college hosts an orientation for new faculty, please mention it here.

Your current appointment may be terminated prior to **[end date from first paragraph]** if you fail to teach effectively, successfully perform the duties assigned to you, and/or fulfill all teaching responsibilities, or if you violate any Georgia Tech or Board of Regents policy. This offer of employment supersedes all other offers and commitments, oral or written, explicit or implied, made by any person at the Georgia Institute of Technology.

Notwithstanding any other provision of this appointment, for Fiscal Year **20XX**, 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, and returning it to me on or before **[date].** If you have any additional questions, please 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