**Offer Letter Template: Professor of the Practice**

<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 appointment as a Professor of the Practicein the **[School/College]** at a salary of $**[salary]** per **fiscal/academic year (nine months)**], effective **[effective date]**. If academic year, include the following: Though the actual academic-year contract period is August 15 through May 15, your salary will be divided into ten equal payments and received on the last business day of each month from August through May.

You will report to **[supervisor’s name]** and will be paid on the last business day of the month. This is a one-year appointment, which may be renewed annually. This is a one-year appointment, which may be renewed annually.

We are extremely interested in the development of your expertise in the area of **[area of expertise]**. 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>. This offer and its commitments supersede all other offers and commitments, oral or written, explicit or implied, made by any person at Georgia Tech.

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.

This offer is contingent upon:

1. If a visa is required, include the following: 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 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
6. Approval by the President of Georgia Tech.

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

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. 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