**Offer Letter Template: Visiting Faculty**

<Date>

XXXXXXXX

XXXXXXXX

XXXXXXXX

Dear <Candidate’s Name>:

Use the following for candidates who will be hired on a 12-month contract:

On behalf of the Georgia Institute of Technology (“Georgia Tech”), it is my pleasure to offer you an appointment as a **[rank]** in the **[School/College]** at a salary of $**[salary]** per year, effective **[effective date]** through **[end date]**. You will report to **[supervisor’s name]** and be paid on the last business day of each month**.**

Use the following for candidates who will be starting at the beginning of the semester on a nine-month contract or receiving support for research duties:

On behalf of the Georgia Institute of Technology (“Georgia Tech”), it is my pleasure to offer you an appointment as a **[rank]** in the **[School/College]** at a salary of $**[salary]** per academic year, effective through **[end date]**. You will report to **[supervisor’s name].** Your academic-year salary will be divided into ten equal payments and received on the last business day of the month from August through May.

We are very interested in you teaching and/or developing courses in **[expertise]**. **[Elaboration on expected job duties].**

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.

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.academic.gatech.edu/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. 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; and
5. 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 BOR policy.

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,

(Supervisor’s Name and Title)

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE DATE