**Sample Offer Letter: Academic Professional**

On behalf of the Georgia Institute of Technology (“Georgia Tech”), it is my pleasure to offer you a non-tenure-track appointment as Academic Professional in the [academic unit] at a monthly rate of **[monthly salary]** which equates to **[12 month salary]** per year, effective **[date**]. You will report to **[supervisor’s name]** and will be paid on the last business day of each month. This is a one-year appointment, which may be renewed annually.

**OR**

On behalf of the Georgia Institute of Technology (“Georgia Tech”), it is my pleasure to offer you a non-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].** This is a one-year appointment, which may be renewed annually.

PhD Contingency

Your employment is contingent upon your obtaining your Ph.D. [A contingent offer may be noted.] **In the event that all requirements for the [degree] have not been met by [date], you may be appointed as an Associate Academic Professional for one year.**

We are extremely interested in the development of your expertise in the area of **[expertise]**. [**Elaboration on expected job duties]**. As an Academic Professional, teaching and research combined must comprise less than 50% of your duties. This is a full-time position and carries an expectation of a 40-hour work week.

In recognition of your appointment as **[title]** at **[Institution]**, you will be awarded **[one, two, or three years]** of prior credit toward promotion to **[title]**. In accordance with section 3.2.2 of the Georgia Tech Faculty Handbook, *Non-Tenure Track Academic Faculty Members: Hiring and Promotion Guidelines, y*ou may be eligible for promotion to **[Title]** in **[academic year]**. These guidelines can be found at <http://www.policylibrary.gatech.edu/faculty-handbook/3.2.2-non-tenure-track-academic-faculty-members-hiring-and-promotion-guidelines>.

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.

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 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
5. Approval by the President of Georgia Tech.

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 **[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 contact me.

Sincerely,

(Supervisor’s Name and Title)

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

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

SIGNATURE DATE