**Sample Offer Letter: Administrative Appointment**

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 year (nine months), effective **[*date*]**. This appointment supplements your tenured [**or rarely tenure track]** appointment, which remains in place.

**OR**

On behalf of the Georgia Institute of Technology (“Georgia Tech”), it is my pleasure to offer you a 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 this two-week period, you will receive **[$XX.XX].**

With respect to this administrative appointment as **[title]**, it shall be our understanding that you will serve in this position for a period of **[length of appointment]** 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 per BOR policy].** The individual serving in this administrative position 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 base for an academic year rate of **[current base salary]** and 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 **[elaboration on assignment]**.

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.

Notwithstanding any other provision of this contract, for Fiscal Year **[applicable fiscal year]**, BOR has authorized the President to implement a mandatory furlough program requiring employees to take not more than 10 days of unpaid annual leave. 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 Name and Title

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

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Signature Date