**Sample Offer Letter: Full-Time, Tenure on Appointment**

On behalf of the Georgia Institute of Technology, it is my pleasure to offer you an appointment as (a tenured) **[*rank/title*]** in the **[*academic unit*]** at a salary of **[*salary*]** per academic year (nine months), effective **[*date*]**. In recognition of your contributions to the field of **[expertise]** and the fact that you held tenure at **[institution]**, this offer includes tenure upon appointment.

**OR**

On behalf of the Georgia Institute of Technology (“Georgia Tech”), it is my pleasure to offer you a tenured 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].**

We are extremely interested in the development of your

* research in the area of **[*expertise*]**.
* **[*Elaboration on expected research activities*]**.
* **[*Expected teaching load sentence*]**.
* **[*Travel and start up package statement*]**. If support is not available from research funds, the **[academic unit]** will provide support for the summer term(s) of **[*year(s)*], pending renewal of your contract**. This support may be subject to teaching responsibilities during the summer. Summer salaries are one-third of the previous academic year salary; consequently, your total salary rate for your first year of employment would be **[*salary].***
* **[*Graduate student and/or staff support statement*]**.

You will report to **[supervisor’s name]** and will be paid on the last business day of each month**.**

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. 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 may be obtained by viewing the Faculty Handbook online at <http://www.policylibrary.gatech.edu/faculty_handbook>.

Georgia Tech (through the Office of Faculty Affairs) will arrange and pay up to $15,000 for your relocation to Atlanta in accordance with the Provost’s Office’s ‘Guidelines on New Academic Faculty Relocation.’ Should your relocation costs fall outside of the specified amount above, additional approval will need to be sought from the Office of the Provost to cover any overages. Please contact **[Departmental HR Representative]** to initiate the relocation process or request an exception. The relocation policy for academic faculty can be found at <http://www.policylibrary.gatech.edu/moving-expense-payment-new-academic-faculty>. Per the Tax Cuts and Jobs Act, effective January 1, 2018, all payments for relocation assistance are now taxable income to the employee.  Please consult a tax professional for specific tax counsel and advice.

If you accept this offer, the School/College of **[*name*]** will pay expenses for **[*number – max of 2, no more than 3 days total*]** house-hunting trip(s). **[*Details of what will be reimbursed. Examples: economy airfare, hotel, car rental, meal per diem, etc.*]**.

This offer is contingent upon:

1. 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 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
6. 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*], 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 contact me.

Sincerely,

(Supervisor’s Name and Title)

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

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SIGNATURE DATE