**Sample Offer Letter: Visiting Faculty**

12-month appointment

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 monthly rate of [**monthly salary**] which equates to [**12month salary**] per year, effective [**begin date**] through [**end date**]. This is a fixed-term appointment and may be renewed in Georgia Tech’s sole discretion. You will report to **[supervisor’s name]** and will be paid on the last business day of each month**.**

9-month appointment

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 [**begin date]** through **[end date**]. If enrollment demands your services, you may be offered summer support on a per course basis. This is a fixed term appointment and may be renewed in Georgia Tech’s sole discretion. You will report to **[supervisor’s name]** and will be paid on the last business day of each month**.**

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

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.

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.

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 **[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 to contact me.

Sincerely,

(Supervisor’s Name and Title)

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

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SIGNATURE DATE