**FT LIMITED TERM OFFER TEMPLATE**

***Effective 2/1/2020, GSU OFA***

**<Date>**

**<Candidate Name & Address>**

Dear **<Candidate Name>**,

[Appointment Info]

On behalf of the **<College/School/Department Name>** at Georgia State University, it is my pleasure to offer you a non-tenure track position as Limited Term **<rank/title>** in the **<academic unit>**, effective **<hire date>**. The term of this appointment is **<up to one year from appointment date - academic year/fiscal year/semester>.** Based on satisfactory performance, you may be reappointed for a 2nd **<academic year/fiscal year/semester>.** The maximum time you may remain in this Limited Term position is 2 years.

[If applicable: Degree contingency]

This offer of employment is contingent upon you providing evidence of the conferral of **<degree>** prior to **<contingency date>**.

This limited term appointment is not eligible for promotion or tenure.  This appointment is expressly subject to and conditioned upon the provisions of Section 8.3.9.3 of the Policies of the Board of Regents and continued funding.  This letter is not a contract for employment.  All faculty holding a limited term appointment serve at the pleasure of the President or the administrative officer to whom they report.  This appointment will not entitle you to any rights with regard to regular hire, tenure or eligibility for promotion in academic rank.

[Salary Info]

The salary for this position is $**<salary amount>** for the **<academic/fiscal>** year. This salary was determined on the basis of your qualifications and experience and will be provided in **<”ten equal payments” if academic or “twelve equal payments” if fiscal>**. You will be paid on the last working day of the month. Also, you are eligible to participate in the University benefits program during your employment. You will have 30 days from your start date to sign up for benefits.

[If academic contract] The salary indicated above represents compensation for two semesters of the academic year only. Summer teaching is contingent upon departmental need and available funding. Summer salary can also be partially or totally provided from grants and contracts.

[If applicable: Sponsor Funded Positions]

This position is **<X>**% funded from external sources. Continuation of employment is subject to continued support from external sources.

Your employment at Georgia State University is contingent upon:

1. Completion of a background investigation, including a criminal background check demonstrating your eligibility for employment with Georgia State University, as determined by Georgia State University in its sole discretion.
2. Obtaining and retaining valid immigration status. If you require immigration sponsorship, please contact Drew Webster, Assistant Director of Scholar Services, in the Office of International Student and Scholar Services at [isss@gsu.edu](mailto:isss@gsu.edu) or call (404) 413-2070 immediately.
3. Completion of Section I in the I-9 Management System on or before your first day of employment. To access this system, please navigate to <http://www.newi9.com>.
4. Completion and acceptance of a new hire packet with GSU Human Resources. This includes completion of a state security questionnaire, loyalty oath, and intellectual property agreement. [Optional: Add college-specific hiring paperwork requirements]
5. [Add college transcript submission wording and submission email] Submission of an original, official, highest awarded degree transcript and/or any other relevant academic credentials as identified by the Office of Faculty Affairs.

By accepting this offer, you agree to comply with all applicable policies of the Board of Regents of the University System of Georgia and Georgia State University. These policies can be found at [www.usg.edu](http://www.usg.edu) and [www.gsu.edu](http://www.gsu.edu). This offer and its commitments supersede all other offers and commitments, oral or written, explicit or implied, made by any person at Georgia State University. Please note that you cannot be employed by Georgia State University or receive payment for services until you have provided proof of authorization to work and may not continue if such authorization ceases.

General information on faculty roles and responsibilities can be obtained from the Faculty Handbook <https://faculty.gsu.edu/faculty-handbook/> and the Office of Faculty Affairs website <https://faculty.gsu.edu/>.

We would appreciate receiving your response to this offer in writing or email no later than <**due date**>.

Sincerely,

<**Dean or Director’s name and title**>

*I accept the terms of this offer as stated above: . .*

*Signature Date*