**FT NON-TENURE TRACK 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 **<rank/title>** in the **<academic unit>**, effective **<hire date>**. <If applicable: include joint appointment statement here and attach joint appointment memo as addendum>

[If applicable: Degree contingency]

This offer of employment is contingent upon you providing evidence of the conferral of **<degree>** prior to **<contingency date>**. [If applicable] In the event that all requirements for the **<degree>** have not been met by **<hire date>**, you will be appointed as **<Limited Term title>** for one **<academic year/semester>**.

[If applicable: Probationary Credit toward promotion]

You will be given **<number of years>** prior credit toward promotion based on your position as a faculty member at **<prior institution>**. Therefore, you will be eligible to be considered for promotion during **<earliest AY>** academic year.

[If applicable: Graduate Professional Faculty Status]

Consistent with your accomplishments to date, you will hold Graduate Professional Faculty status upon hire. Renewal of Graduate Faculty status is considered every five years, typically during the promotion or post-promotion review process.

[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.

[If applicable: Startup Commitments]

***For brief startup commitments***: We are pleased to offer you a start-up package consisting of [insert startup commitments].

***For extensive startup commitments:*** We are pleased to offer you a start-up package as outlined in Appendix A [attach Appendix A – Startup Commitments].

[If applicable: Relocation Agreement]

The **<college/school/academic unit>** agrees to reimburse you up to $**<amount>** for personal moving expenses following the Georgia State University policy for relocation and moving expenses. It is important to understand that receiving moving expense benefits may result in personal tax implications, so you should consult a tax professional with any questions. Failure to remain in the position for a full year may constitute a violation of the relocation agreement, and you could be subject to repayment of all or a prorated portion of the moving expenses. The Georgia State University policy for relocation and moving expenses can be reviewed here: <https://finance.gsu.edu/download/relocation-and-moving-expense-policy-and-procedure/>.

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*