

**Template Offer Letter for Regular 12-Month Fiscal Year Faculty Position Without
Clinical/Patient Care WITH an Administrative Role**

Date

Name

Street Address

City, State, Zip

Dear Name:

The Department of *(enter Department Name)* in the *(enter name of college)* at Augusta University (AU) would like to offer you a full-time (1.0 FTE) faculty position as *(Administrative Title)* with the academic rank of *(Assistant Professor, Associate Professor, or Professor)* or with the research track of *(Assistant Research Scientist, Research Scientist, Senior Research Scientist or Principle Research Scientist)* of *(enter Discipline)*. Your appointment is subject to approval by the President of Augusta University, and governed by the policies of Augusta University and the Board of Regents of the University System of Georgia.

In your role as Administrative Title, you will have oversight of the following:

(Outline responsibilities here)

Date of Appointment

Your appointment is effective *(enter date)* or a mutually agreed upon date for the duration of the current fiscal year. The date of this appointment is contingent upon you presenting the required documents confirming your eligibility to work in the U.S. As required by federal law, you must complete Section 1 of the I-9 no later than the first day of employment. This appointment is subject to the renewal policies of the Board of Regents of the University System of Georgia which allow for renewals on an annual basis unless notified otherwise under a prescribed schedule.

Compensation and Benefits

Your total salary will be \$(enter amount) per year on a fiscal year/12-month basis, and will be pro-rated based on your effective date of hire. This total salary includes an administrative component of \$_____ which is anticipated to approximate your administrative effort. You will receive the standard Augusta University fringe benefits package provided to faculty members in the Department of *(enter Department Name)*

In accordance with Board of Regents' Policy 3.2.1.2 and Augusta University's Policy on Faculty Administrators, the additional salary associated with your administrative role is designated in your contract as the administrative component. Should you cease to hold the administrative role, the administrative portion of your pay will also cease and your salary may be renegotiated based on your academic faculty rank, taking into consideration institutional compensation market reviews and merit increases awarded. Administrative appointments are made and held at the pleasure of the president or his designee with the approval of the Board of Regents.

Tenure Status (Use one of the following statements as applicable to the appointment.)

Tenured - You are being recommended for Tenure upon Appointment, subject to review and approval by the *(enter College Name)* Promotion and Tenure Committee and the Executive Vice

President for Academic Affairs & Provost. A member of Human Resources-Faculty Support Services will be contacting you to secure your release/approval for their office to contact your current employer for verification purposes. *(Note to Department: If tenure upon appointment is being recommended, the college/department must contact HR-Faculty Support Services prior to the final offer letter being sent forward for institutional approval so HR-Faculty Support Services can confirm the academic rank and tenure status at the candidate's current institution. This must be completed prior to the offer being finalized. Please remove this statement from the actual offer letter.)*

Not Tenured/On Track (or Tenure Eligible) - This position is considered to be On a Tenure Track. Your department will provide information on tenure eligibility criteria and preparation.

**If the candidate is to receive any credit toward tenure, add the following:* You will receive ___ year(s) (up to three (3) years) of credit toward tenure, pending verification of tenure-track status from (name of University), the approval of the (college name) Promotion and Tenure Committee and the Executive Vice President for Academic Affairs & Provost. A member of Human Resources-Faculty Support Services will be contacting you to secure your release/approval for their office to contact your current employer for verification purposes.

Not in Tenure-Type Position - This is a full-time position which does not require sufficient teaching, research, or service to be on a tenure-track.

Other – This is a full-time position on the research track and is not eligible for the award of tenure and is strictly a research related position.

Probationary Credit Towards Promotion (add if applicable)

You have been recommended for ____ years of probationary credit towards promotion pending approval of the President of Augusta University. A member of Human Resources-Faculty Support Services will be contacting you to secure your release/approval for their office to contact your current employer for verification purposes.

(Note: At the time of an individual's initial appointment a maximum of three years of probationary credit towards promotion may be awarded for service at other institutions or service in a faculty rank within the institution. In extraordinary cases, research and comprehensive universities may award more than three years of probationary credit at initial faculty appointments. Such awards require approval by the president and written notification to the USG Chief Academic Officer. Individuals serving in part-time, temporary, or limited term positions are not eligible for probationary credit towards promotion. Without the approval of the President, faculty given probationary credit towards promotion may not use their years of credit towards consideration for early promotion. – 4.5 Award of Promotion in the USG Academic & Student Affairs Handbook. – this statement should be removed from the actual offer letter.)

Additionally, a faculty member who accepts an appointment to an administrative office (other than president) shall retain his/her academic rank and rights of tenure, but shall have no rights of tenure in the administrative office to which he/she has been appointed. (Board of Regents' Policy 3.2.1.2)

Effort, Commitment & Expectations

Augusta University embraces a tripartite mission of teaching, research/scholarship, and patient care/service activities. Your primary duties are expected to be in the area(s) of *(choose all that apply)* research, service, teaching and administration. Your percent allocation of effort is

projected to be ___% Research, ___% Service, ___% Teaching/Instruction and ___% Administrative. This allocation of effort may be revised during the term of employment by your department chair, dean, or administrative officer to whom you report to.

The specific duties, goals and objectives along with how each will be measured can be found on Appendix A. [required appendix – *this statement between the brackets should be removed from the actual offer letter*]

Other Requirements

Your appointment is contingent upon the following: 1) Compliance with any applicable State and Federal laws and the Bylaws and Policies of Augusta University and the Board of Regents; 2) successfully meeting the requirements of the Augusta University faculty appointment process; 3) eligibility to work in the United States. As required by federal law, you must complete Section 1 of the I-9 no later than the first day of employment; and 4) completion of a background investigation including a criminal background check demonstrating your eligibility for employment with Augusta University, as determined by Augusta University in its sole discretion, confirmation of the credentials and employment history reflected in your application materials, and, if applicable, a satisfactory credit check.

(For research faculty include the following) If you accept this offer of employment, a pre-employment drug screening is required and must be performed and results confirmed prior to the effective date of your appointment. Your hire date is subject to delay should the screening not occur in a timely manner. The screening may be performed at AU Medical Center's (AUMC) Employee Health & Wellness prior to the effective date of your hire and verification of a confirmed negative screening result, or at any Substance Abuse Mental Health Service Administration (SAMHSA) or College of American Pathology (CAP) certified testing facility. Please contact (*enter department contract*) at (*enter phone number*) to specify if you are taking your test at an AUMC facility or a non-AUMC facility. If you have elected to test at AUMC, please schedule your appointment with the departmental representative referenced above and they will provide you with the necessary documents that you are required to bring with you to your appointment at AUMC Employee Health & Wellness. If you have elected to test at a non-AUMC certified testing facility, you will be responsible for scheduling your appointment and providing us with the name of the facility and the mailing address so we can provide both the facility and you with a copy of a letter stating conditions that must be met to ensure that this test conforms to the requirements of Georgia law (O.C.G.A. 45-20-111, *et seq.*). You must provide identification in the form of a valid driver's license or passport and your Social Security number at any testing facility. Whether you test at the GRMC Health facility or a certified testing facility, as noted above, the screening must be completed and results confirmed prior to your official date of hire. AUMC's Employee Health & Wellness will work with our department to ensure that this screening can be completed based on your upcoming availability. They can be reached at (706) 721-3418.

The Criminal History Record Release and Background Investigation form is enclosed. Please complete, sign and return to our Human Resources Division, no later than (***enter date***). The mailing address is Augusta University, Human Resources Division, 1120 15th Street, HS-1111A, Augusta, GA 30912

In order for us to proceed further with your appointment, we must receive your written acceptance as soon as possible, but no later than (*enter date*). Once your acceptance letter has been received by the (***department name***) we will provide you with paperwork necessary to

facilitate your employment process. Please keep in mind that this process and the background check will happen simultaneously.

Although we do not anticipate any furloughs at this time, we are compelled to notify you notwithstanding any other provision of this appointment, if the Board of Regents implements a mandatory furlough program, Augusta University would be obligated to comply and you would be subject to it like any other faculty member.

As you can see, this letter lays out mutual expectations over multiple years. We are excited to begin what we hope is a long and productive relationship. The university will exert all reasonable efforts to honor the multi-year expectations laid out in this letter, and it expects the same of you. However, under the policies of our Board of Regents, your faculty contract is subject to change each year, and you are free to accept or reject your contract each year.

Thank you for your consideration of this faculty appointment. If you have questions regarding any part of this offer letter, please feel free to contact me prior to the acceptance deadline noted above.

Sincerely,

Name of Authorized Representative (Dean or Department Chair)
Title of Authorized Representative

I, (enter candidate's name), accept the position as outlined above.

Signature of Candidate

Date

Please refer to the following policies and documents for more information:

Benefits Information

http://www.augusta.edu/hr/university/university_benefits/index.php

Required Sections:

Appendix A: Expectations and Goals

Position Specific Sections (depending on appointment type):

Appendix B: Start-Up Package

Appendix C: Research Expectations

Appendix D: Moving and Relocation Expense Commitment

Appendix E: Foreign National Information

Appendix A: Expectations and Goals *(This section is required in all letters.)*

Use this section to outline goals and expectations, including how success will be measured.

- 1) Identify Expectation
Identify Key Measures of Success
- 2) Identify Expectation
Identify Key Measures of Success
- 3) Identify Expectation
Identify Key Measures of Success
- 4) Identify Expectation
Identify Key Measures of Success

The list above is not intended to be exhaustive and is subject to change at the discretion of the position supervisor and the needs of the enterprise.

Appendix B: Start-Up Package

You will be assigned approximately _____ square feet of laboratory and office space. You will receive start-up funds totaling \$_____ as follows:

In FY20xx, \$_____ for equipment, \$_____ for supplies and \$_____ for personnel.

In FY20xx, \$_____ for supplies and \$_____ for personnel.

In FY20xx, \$_____ for supplies and \$_____ for personnel.

Additional programmatic support:

Funds must be expended during the fiscal year indicated. One 12-month extension may be approved upon request at the discretion of the Dean and Provost.

(OPTIONAL)

As part of your administrative role, you will be given the authority to make hiring decisions subject to the policies and procedures of Augusta University and the Board of Regents. At this time, there are [#] positions reporting to the [Insert Title]. [#] of these positions are vacant and will require recruitment.

Appendix C: Research Expectations (*Sample Language*)

We expect that you will maintain a scientifically rigorous program of extramurally funded research. To assist you in achieving this goal, we will provide a start-up package (as described above) to cover equipment and operating costs during the first years of your laboratory's operation. Funds must be expended during the fiscal year indicated. An extension may be approved upon request at the discretion of the Dean and Provost; such an extension will be granted in increments of 12 months or less, and will not generally be approved for more than 24 months following the conclusion of the original startup period. Be aware that Augusta University has professional grant writing assistance that may be of assistance to you. It is our expectation that after a period of three years from your initial appointment, you will be able to recover your research program costs and have secured significant extramural grants (e.g. a program project grant, multiple R01 grants, and private funds, etc.) and have established robust and self-sustained research programs.

Appendix D: Moving and Relocation Expense Commitment

(Please remove this information from your offer letter – this portion is for informational purposes only – Only the statement in black below should be included - Contact the Controller's Division for guidance on this process. The policy can be found at <https://augusta.policytech.com/dotNet/documents/?docid=499&public=true> and the required form can be found at http://www.augusta.edu/finance/controller/payroll/documents/relocation_mvng_exp_agree.pdf)

The department agrees to provide up to \$_____ for your moving and relocation expenses. To be eligible for this reimbursement, please complete the Relocation and Moving Expense Agreement, a copy of which is included in this letter. Please return the completed forms to (Name of Department Contact) at (address) no later than (date).

Appendix E: Foreign National Information

This offer is also contingent on the successful petition for your [Insert visa petition type] visa. (Attention Hiring Unit: DURING THE INTERVIEW PHASE AND BEFORE making the offer, contact the Augusta University Office of International and Postdoctoral Services for details on visa petitions for faculty.)

For First-Time Foreign National Hires Who Have Received U.S. Employment Eligibility:

Your employment at Augusta University is also contingent upon receiving a Social Security number (SSN). As soon as possible upon your arrival in the United States, you should apply for a United States SSN. You will not be able to begin employment at Augusta University until the Social Security Administration has assigned you an SSN. It will be necessary for you to apply in person at any office of the Social Security Administration. When you arrive at the Social Security Administration Office, you must request of them a receipt WITH your Social Security Number and name on it. It will probably be 3 to 4 weeks before your number is assigned. Depending on your immigration circumstances, it could be 2 to 3 months before the number is assigned.

You may wish to bring money with you for your immediate expenses when you arrive in the U.S. Expenses will include temporary or permanent housing, food, transportation, utility deposits, and other miscellaneous expenses. It is recommended that you bring \$4,000 to \$5,000 with you for yourself. If you are accompanied by dependents, additional funds may be required. Due to the time it may take to assign an SSN, please be aware that you may not receive your first pay check from Augusta University for 3-4 weeks, and you cannot depend on your salary to pay these immediate arrival expenses. Banks in the United States usually require 5 to 15 days before checks drawn on them will be paid; checks drawn on foreign banks can take even longer. A place of residence and Social Security Number are often required to open such accounts. Therefore, you may wish to bring the funds for your arrival expenses in traveler's checks so that you can use the money as soon as you arrive.

You will need to contact [Name of Department Contact] at [Phone Number] after you have received your Social Security Number and your approval notice/necessary documents so that we can initiate scheduling your employment processing appointments.

For All Non-U.S. Citizen New Hires:

A representative from the Human Resources Benefits & Data Management section will contact you to schedule your employment processing appointment. For the purposes of employment processing, you may need one or more of the following: Current U.S. passport, active permanent resident card, active employment authorization card, active re-entry permit, proper visa verification and any other information required. Please discuss what specific documentation you should bring with you with this HR representative prior to your appointment.