Date

First Name Last Name

Street Address

City, State, and Zip Code

Dear First Name Last Name

Upon the recommendation of the faculty and chair of the Department Name at the University of South Florida (USF), we are pleased to offer you a non-tenure earning position as Position Title. Your Academic year or Annual salary will be $Salary at a FTE FTE. Your appointment will commence on Start Date. Your appointment is subject to the Constitution and laws of the State of Florida and the United States, the rules and regulations of all applicable governing bodies of the University

The University is issuing this contract in accordance with [USF Regulation USF10-102, Personnel [Faculty] Recruitment, Selection, Appointment](https://usf.app.box.com/s/zxanmrmxhz5u9arfiu7gflcrqfzow1ur) (<https://usf.app.box.com/s/zxanmrmxhz5u9arfiu7gflcrqfzow1ur>) and Article 8, Appointment, of the USF-UFF Collective Bargaining Agreement. This appointment will remain in force unless otherwise specified.

Note: If hired without a search and using a waiver of advertisement, add the following language: Your employment under this contract will cease on End Date. No further notice of cessation of employment is required.

INCLUDE THE FOLLOWING PARAGRAPH IF FUNDED BY “NONRECURRING FUNDS” (e.g., contracts and grants, sponsored research funds and grants and donation trust funds):

This appointment is funded from non-recurring funds and is subject to the continuation of those funds. Therefore, this appointment is temporary and will end as specified above. In the event the funds are discontinued or reduced, this appointment may end sooner or result in a reduction of your FTE.

Note: Remove this sentence for faculty whose assignments fall primarily into only one area (I.E.: Instructors who are assigned teaching but not research): Faculty at USF are expected to be effective teachers and to engage in University, community and professional service.

The USF/UFF Collective Bargaining Agreement (Article 6) prohibits discrimination against any employee based upon race, color, sex, sexual orientation, religion, national origin, age, military status, veteran status, disability, political affiliation, marital status, or employee rights related to union activity as granted under Chapter 447, Florida Statutes. Claims of such discrimination by USF may be presented as grievances pursuant to Article 20, Grievance Procedure and Arbitration.

(REMOVE THE FOLLOWING STATEMENT IF THE INDIVIDUAL IS **NOT** ESSENTIAL PERSONNEL)

This position has been designated as Essential Personnel. Essential Personnel may be required to participate in preparedness/response/recovery activities outside of normal work hours, including USF closings, in response to a major emergency or natural disasters affecting USF operations.

It is your obligation to report outside activity and conflict of interest under the provisions of Article 19, Conflict of Interest and Outside Activity of the [USF-UFF Collective Bargaining Agreement](https://www.usf.edu/hr/documents/employment-resources/employee-labor-relations/uff-collective-bargaining-agreement.pdf) (<https://www.usf.edu/hr/documents/employment-resources/employee-labor-relations/uff-collective-bargaining-agreement.pdf>).

If you wish to accept this contract on the above terms, please sign where indicated. Your signature on this document shall not be deemed a waiver of the right to process a grievance with respect thereto in compliance with Article 20 Grievance Procedure and Arbitration.

Sincerely,

Name , Chair Date

College Name

Name , Dean Date

College Name

Name , Provost Date

**This offer will expire in ten days.**

**Please return a signed copy to** **Enter Name and Return Information (email address and/or fax number).**

Offer Acceptance Signature Date

First Name Last Name

Job Opening ID #: [Enter Job Opening #]

Position Number: Enter Position Number

Department Number: Enter Department Number

Job Code: Job Code

Supervisor Name: Enter Supervisor Name

Supervisor Title: Enter Supervisor Title

Supervisor Position Number: Enter Supervisor Position Number

Mail point: [Enter Bldg. and Room #]

Location: [Enter Bldg. and Room # of physical location of office]

Phone: [Enter Work Phone number]

Pay Distribution: [Enter GEMS account Code and %]

Background Check Level: Enter Level 1, Level 2, Level 2 Summer Program or Not Applicable