Date

First Name Last Name

Street Address

City, State, and Zip Code

Dear First Name Last Name

Upon recommendation of the faculty of the Department of Department Name at the University of South Florida (USF), we are pleased to offer you the position of Adjunct – Academic Affairs Out of Unit at a FTE Hours FTE. Your salary will be $Salary,which is $Biweekly amount on a bi-weekly basis. You will report to Supervisor Name.

It is anticipated that your appointment will commence on Start Date and end on End Date. USF adjunct faculty may be assigned to teach at other USF campuses. No further notice of the end of your appointment is required.

This offer is contingent upon the successful completion of satisfactory reference checks and a criminal history background check, consistent with USF policies. If an adjunct has worked at USF in the last 12 months, you do not have to repeat background and reference checks. Upon signing this letter, you will receive instructions on how to initiate your background check.  If you do not initiate the background check in a timely manner or if the results have not been received before the above listed start date, then your start date will be revised.  Please note, if the results of the background check and/or reference checks do not meet USF standards, this letter of offer may be revoked.  You may review the USF [Criminal History Background Check Policy #0-615](https://usf.app.box.com/v/usfpolicy0-615%22%20%5Co%20%22Criminal%20History%20Background%20Check%20Policy%20#0-615 - PDF) (<https://usf.app.box.com/v/usfpolicy0-615>) and [Employment References Policy #0-616](https://usf.app.box.com/v/usfpolicy0-616) (https://usf.app.box.com/v/usfpolicy0-616) for further information.

The University of South Florida is an equal opportunity employer. All employment decisions are made without regard to race, color, marital status, sex, religion, national origin, age, disability, sexual orientation, gender identity and expression, genetic information, or veteran’s status.

Your appointment is subject to the Constitution and laws of the State of Florida and the United States, the rules and regulations of the Florida Board of Governors (FBOG), and the regulations, rules and policies of the USF Board of Trustees. You may review [USF regulations, policies](https://www.usf.edu/regulations-policies/) (<http://regulationspolicies.usf.edu/regulations>) and rules on our website for further information.

Please arrange for your official transcripts of all graduate coursework completed and certifying the highest level of degree to be sent to First and Last Name of Initiator of Offer Letterby Date. Final appointment is subject to verification of your credentials as outlined in USF [Faculty Credentialing Policy #10-115](https://usf.app.box.com/s/wx3aj082tw3hc6d6nhvbqp52yybxuj2f) (<https://usf.app.box.com/s/wx3aj082tw3hc6d6nhvbqp52yybxuj2f>). If qualifications are not consistent with USF guidelines, qualifying experience and/or training is substituted for the degree requirement of this appointment.

Your employment with the University of South Florida may qualify you to participate in the **Temporary Employment Retirement Plan (TERP).** This plan is mandatory for eligible employees, and you will be automatically enrolled or un-enrolled by the University based on your position during your employment with

the University of South Florida. If you are eligible, Colebridge Retirement Services, the plan administrator, will be providing you further information via mail to your mailing address on file with USF.

On January 1, 2014, key parts of the Affordable Care Act (ACA) went into effect, and federal law requires employers to provide notices to all active employees regarding health insurance marketplace coverage options. The coverage offered through the Marketplace may not impact the benefits you may be eligible for through USF.  However, the notice should be carefully read, as it provides some basic information about the Marketplace and employment-based health coverage offered by USF.  You may review the [Marketplace Notice](https://cloud.usf.edu/human-resources/resources/showfile/2/233) (<https://cloud.usf.edu/human-resources/resources/showfile/2/233>) for further information.

Modification or termination of your employment may occur if:

* Regular faculty are rescheduled to cover part or all of your assignment.
* Funds are not available at the time of your appointment.
* Minimum class size, as determined by USF, has not been reached by the end of the first week of classes. If termination of your appointment occurs during the first week of classes, you will be compensated through the first week of classes.

We are very excited about the prospect of you joining our team and the staff at USF! Go Bulls!

Sincerely,

Name , Chair/Director Date

Department/School Name

Name ,

Regional Vice Chancellor or

Campus Dean if applicable Date

Campus Name

Name , College Dean or Designee Date

College Name

**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

Supervisor’s I.D. Number or Position Number: Enter Supervisor's Employee ID Number or 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

**Important Post-Offer Steps**

**Who needs to complete RightStart (new hire paperwork)?**

New employees, as well as rehired employees who left employment with USF for more than one year, are required to complete Right Start (new hire paperwork) on or before the start date on your offer letter.

**What do I need to do to initiate the RightStart Paperwork?**

You will receive an email from Human Resources containing the new hire paperwork that will need to be completed on or before the start date on your offer letter. **Please contact your future supervisor or designated contact if you do not receive the new hire paperwork before your first day of work.**



|  |
| --- |
| **IMPORTANT****YOU SHOULD NOT BEGIN WORKING PRIOR TO COMPLETING YOUR NEW HIRE PAPERWORK.** |

**How can I prepare for my first day?**

Information about your first day, campus parking and transportation, USF ID Card and other valuable details about the Tampa, St. Petersburg, and Sarasota-Manatee campuses can be found on our onboarding website (<https://www.usf.edu/hr-training/onboarding/>)

**LISTS OF ACCEPTABLE DOCUMENTS**

All documents containing an expiration date must be unexpired.

\* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

**Examples of many of these documents appear in the Handbook for Employers (M-274).**

|  |  |  |
| --- | --- | --- |
| **LIST A****Documents that Establish Both Identity and Employment Authorization** | **OR** | **LIST B LIST C****Documents that Establish Identity AND Documents that Establish Employment****Authorization** |
| **1.** U.S. Passport or U.S. Passport Card |  | 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
 | 1. A Social Security Account Number card, unless the card includes one of the following restrictions:
	1. NOT VALID FOR EMPLOYMENT
	2. VALID FOR WORK ONLY WITH INS AUTHORIZATION
	3. VALID FOR WORK ONLY WITH DHS AUTHORIZATION
 |
| **2.** Permanent Resident Card or Alien Registration Receipt Card (Form I-551) |
| **3.** Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine- readable immigrant visa |
| **2.** ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address |
| **4.** Employment Authorization Document that contains a photograph (Form I-766) |
| **2.** Certification of report of birth issued by the Department of State (Forms DS-1350,FS-545, FS-240) |
| **3.** School ID card with a photograph |
| 1. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:
	1. Foreign passport; and
	2. Form I-94 or Form I-94A that has the following:
		1. The same name as the passport; and
		2. An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
 |
| **4.** Voter's registration card |
| **3.** Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal |
| **5.** U.S. Military card or draft record |
| **6.** Military dependent's ID card |
| **4.** Native American tribal document |
| **7.** U.S. Coast Guard Merchant Mariner Card |
| **5.** U.S. Citizen ID Card (Form I-197) |
| **8.** Native American tribal document |
| **6.** Identification Card for Use of Resident Citizen in the United States (Form I-179) |
| **9.** Driver's license issued by a Canadian government authority |
| **7.** Employment authorization document issued by the Department of Homeland SecurityFor examples, see [**Section 7**](https://www.uscis.gov/i-9-central/handbook-for-employers-m-274/60-evidence-of-status-for-certain-categories)and [**Section 13**](https://www.uscis.gov/i-9-central/form-i-9-resources/handbook-for-employers-m-274/120-acceptable-documents-for-verifying-employment-authorization-and-identity/123-list-c-documents-that-establish-employment-authorization)of the M-274 on [**uscis.gov/i-9-central**](https://www.uscis.gov/i-9-central).The Form I-766, Employment Authorization Document, is a List A, **Item Number 4.** document, not a List C document. |
| **For persons under age 18 who are unable to present a document listed above:** |
| **10.** School record or report card |
| **6.** Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI |
| **11.** Clinic, doctor, or hospital record |
| **12.** Day-care or nursery school record |
| **Acceptable Receipts**May be presented in lieu of a document listed above for a temporary period.For receipt validity dates, see the M-274.     |
| * eceipt for a replacement of a lost, stolen, or damaged List A document.
* Form I-94 issued to a lawful permanent resident that contains an

I-551 stamp and a photograph of the individual.* Form I-94 with “RE” notation or refugee stamp issued to a refugee.
 | **OR** | Receipt for a replacement of a lost, stolen, or damaged List B document. | Receipt for a replacement of a lost, stolen, or damaged List C document. |

\*Refer to the Employment Authorization Extensions page on [**I-9 Central**](https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents/employment-authorization-extensions)for more information.