1. DATE: DATE
2. TITLE: CLASSIFICATION TITLE

JOB CODE: JOB CODE

 POSITION NUMBER: ENTER INFO

 SOURCE OF FUNDS: ENTER INFO (*if soft money or grants, it is helpful to include funding source)*

 ACCOUNT CODE: ENTER INFO

1. EMPLOYMENT UNIT: Department of NAME, Name of College
2. LENGTH OF APPOINTMENT: APPOINTMENT DATES – *for 9 months (August through May), for 12 months (July 1 through June 30*)
3. PERCENT OF FULL TIME EFFORT (FTE) ASSIGNED: 1.00 FTE
4. SALARY RATE: $AMOUNT
5. PRINCIPAL PLACE OF EMPLOYMENT: Gainesville, Florida
6. SPECIAL CONDITIONS:

This offer of employment is contingent upon your eligibility to work under the provisions of all applicable immigration laws and regulations including the Immigration Reform and Control Act of 1986, as amended, and your providing the necessary documents to establish identity and employment eligibility to satisfactorily complete the Form I-9 of the U.S. Citizenship and Immigration Services. <IF FOREIGN NATIONAL As a nonresident alien, the University of Florida, as your employer, is able to assist you, if necessary, in seeking required employment authorization to permit you to begin work. The university will also assist you as necessary and appropriate to seek an employment-based immigration preference classification that could enable you to become a legal permanent resident of the U.S. The university, however, cannot guarantee that either employment authorization or permanent resident status will be granted because all such determinations rest with the USCIS and are beyond the scope of the university’s authority. All employees bear a continuing responsibility throughout their employment to maintain their eligibility to work in the U.S. The university cannot pay a wage to any person not lawfully authorized to work regardless of the cause.>

This letter of appointment reflects any and all special conditions that were negotiated between you and the University and that the University has committed to honor. No special commitment or conditions shall bind the University indefinitely. A special commitment or condition will be observed unless it is no longer financially or logistically feasible or circumstances have changed enough that it is no longer in the legitimate interests of the University. The reason for the cessation of the special commitment or condition will be provided in writing. If a negotiated special condition or commitment by the University is not reflected in this letter of appointment, you should notify the appropriate administrator immediately. Upon notification of the omission of any valid special commitment or condition, the letter of appointment shall be revised, and the special condition shall not be obligatory unless the parties execute a revised letter of appointment.

1. Pursuant to University of Florida Regulation 3.0422, as a condition of employment, you will be required to participate in the direct deposit program. A Direct Deposit form should be provided to you during the payroll sign up appointment. Departments are required to submit a completed Direct Deposit form as part of the hiring packet. Employees who are unable to establish an account at a financial institution must request to have their salary applied to a pay/debit card through a financial institution in partnership with the University. The University will provide an application for this card upon request.
2. TENURE: Non-tenure accruing position

The length of your continued employment under this appointment will be solely for the dates shown above. No further notice of cessation of employment is required. Any reappointment beyond these dates is discretionary and will be dependent upon availability of funding, department needs, and your satisfactory performance of assigned duties.

1. This appointment is subject to the Constitution and laws of the State of Florida and the United States, the rules and regulations of the Board of Governors and the University.
2. An employee may not engage in private practice, private consulting or additional teaching or research (compensated or uncompensated) which interferes with the full performance of the employee’s professional responsibilities or other institutional obligations, nor shall the employee engage in any outside activity which the employee should reasonably conclude may create a conflict of interest, or which may otherwise interfere with the full performance of the employee’s professional or institutional responsibilities.

If you wish to pursue outside activities/employment, or have a potential conflict of interest, you must notify your supervisor in writing (using the proper University of Florida forms) and obtain writing approval from your supervisor prior to engaging in these activities. Such notification must be done annually (effective July 1 for future academic years) for as long as you continue to engage in such activity or have such conflict of interest. To download a copy of the Disclosure of Outside Activities and Financial Interests Form please refer to the website at the following link: <http://www.generalcounsel.ufl.edu/downloads/coi_appendices/AppendixB2.pdf>

1. DUTIES AND RESPONSIBILITIES: The primary duties and responsibilities of this position include but are not limited to the following: <*Enter information detailing role and responsibility within the department. Also detail any commitment you are making to candidate*>.
2. MOVING EXPENSES: Only if applicable. The College of NAME will provide up to $??? moving allowance for household moving services towards the movement of household goods not to exceed 15,000 pounds and subject to the regulations established by the State of Florida Department of Administration. Pending your acceptance of this offer and approval to provide moving services, you will be directly contacted by a moving agent assigned by the University of Florida. Unspent moving funds cannot be used for other purposes.
3. Other Terms: Listed below are further details of the offer and information about the position. The offer entails: Only include this section for start up package detailed information.

 Chair Name and Title Candidate’s Name