**Last Updated: February 13, 2024**

Letter must be printed on official UF letterhead.

1. DATE: Enter Effective Date
2. TITLE: Enter classification title

JOB CODE: Enter job code

 POSITION NUMBER: Enter 8-digit number

 SOURCE OF FUNDS: Enter funding source including if source is grants and/or soft money

 ACCOUNT CODE: Enter account information

1. EMPLOYMENT UNIT: Department of NAME, Name of College
2. LENGTH OF APPOINTMENT: Enter if 9/12-month appointment and effective dates for 9 months (August through May), for 12 months (July 1 through June 30)
3. PERCENT OF FULL TIME EFFORT (FTE) ASSIGNED: Enter amount of FTE assigned: 0.00 FTE
4. SALARY RATE: $Enter salary amount
5. PRINCIPAL PLACE OF EMPLOYMENT: Enter primary location of employment
6. 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>.
7. 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 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.

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.

**<IF FOREIGN NATIONAL>**As a nonresident alien, the University of Florida (EIN 59-6002052), as your employer, can 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.

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.
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. CONDITIONS OF APPOINTMENT: 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. All UF appointments are subject to university regulations and policies. Regulations and policies that may affect your employment are reviewed on an ongoing basis. To ensure that you are aware of the most current regulations and policies, please regularly visit the Regulations website at <https://policy.ufl.edu/> and the Forms and Policies website <https://hr.ufl.edu/forms-policies/>.
2. OUTSIDE ACTIVITIES: 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 engage in a reportable outside activity or interest, or if you think you have a conflict of interest, you must notify your supervisor using the proper University of Florida process and obtain approval prior to engaging in these relationships. This notification must be done annually for as long as you continue to engage in the outside relationship or have a conflict of interest. For more information about the disclosure process and policy, please visit the Conflicts of Interest Program website: [www.coi.ufl.edu](http://www.coi.ufl.edu).

1. 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.
2. 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 Date Candidate’s Name Date