**Offer Letter Template: Summer Faculty Employment (FASU) – UF/IFAS HR Specific**

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**Last Updated: February 13, 2024**

**Instructions:**

1. This letter is for 9-month faculty (salary plan FA09) who are receiving a summer appointment (FASU) complementary to their 9-month primary appointment.
2. **Use this letter for summer appointments only (salary plan FASU).**
3. If more than one academic or administrative unit are making commitments for employment, two separate Letters of Appointment should be provided to the faculty.
4. Remove language from header and footer.

[Insert date]

Dear [insert name]:

I am pleased to offer you a summer appointment at the University of Florida. Your appointment will be as a [classification title] with the Department of [unit] with a service period beginning [insert date] and ending [insert date]. This [insert FTE amount] position has an annualized salary of [insert rate] and a service period total salary of [insert rate].

**Appointment Terms and Conditions**

You are assigned to teach the following course(s):

Course: [Name of course]

Credit Hour Commitment: [insert number]

Your duties and responsibilities include, but are not limited to, [insert description of duties and responsibilities - Example - appropriate course/instructional preparation, lecturing, supervision, grading, and appropriate availability for consultations, conferences with students in the course, thesis or dissertation supervision, directed individual studies, supervised teaching or research, supervision of student interns, or service activities. If this appointment includes a research assignment, include the duties and responsibilities here]

[Insert any special conditions of employment, including assignments to a second instructional location, special restrictive covenants of clinical teaching, and any special commitments from the University that were negotiated.]

Your employment under this contract will cease on the date indicated. No further notice of cessation of employment is required.

This appointment is subject to the constitution and laws of the State of Florida, the rules of the Florida Board of Governors, the University of Florida’s Board of Trustees and university regulations and policies. Regulations and policies that may affect your appointment 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 at <https://hr.ufl.edu/forms-policies/>. The State of Florida and the University of Florida retain the right to modify or rescind any law or regulation governing the conditions of your employment.

As an IFAS faculty member, you are expected to demonstrate active commitment and responsibility to the three functions of the Land Grant mission – teaching, research, and extension.

The established policy of the University continues to be that a faculty member must fulfill their responsibility to society and to their profession by manifesting academic competence, scholarly discretion, and good citizenship. The faculty is a member of a learned profession and an academic officer of the University. The faculty member should be constantly mindful that these roles may be inseparable in the public view and should always exercise appropriate restraint and good judgment. The University is committed to creating a safe, welcoming community and a shared purpose that builds a sense of belonging and togetherness. To this end, the Institute of Food and Agricultural Sciences at the University of Florida is committed to providing a respectful environment for all students and employees.

**Assigned Work Location**

You are currently assigned to work at \_\_\_\_\_\_\_\_\_\_ (i.e. main campus, Lake Nona, etc.). For information on how to request an alternate work location, please visit <https://hr.ufl.edu/manager-resources/alternate-work-location/>. Requests will be considered on a case-by-case basis in accordance with university policy.

**Outside Activities**

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).

**Benefits & Retirement**

The benefits selection made during the start of your 9-month appointment and/or during open enrollment will continue as you’ve paid for summer coverage during the spring semester of your primary appointment. Leave will accrue up to four hours per pay period proportional to FTE equivalency for the duration of this appointment. Compensation earned during this appointment is retirement-contribution eligible and will be reported as such.

**Acknowledgment of Appointment**

Please review the details of the offer in this letter of appointment and, if you agree to all of its terms and conditions, return a signed copy or an email response to me as soon as possible, but no later than [insert date]. This appointment shall not create any right, interest, or expectancy in any other appointment beyond its specific term.

We are excited about your acceptance of our appointment offer. Please do not hesitate to contact me at (352) [insert phone number] or by e-mail at [insert email address] if you have any questions about this letter.

Sincerely,

Signature of Employee

Name

Title