

Date

Name  
Address  
City, State ZIP

Dear :

I am pleased to offer you a tenure-earning position as [Assistant/Associate] Professor of \_\_\_\_\_ in the College of \_\_\_\_\_. Your appointment will begin with the [Fall/Spring/Summer] semester, [date], at a [nine, twelve] month salary of \$ \_\_\_\_\_. Your principal place of employment will be \_\_\_\_\_.

*(Optional: In accordance with the University’s policies and procedures for moving expenses, you will be reimbursed by the College for up to \$ \_\_\_\_\_ to cover some of your household moving expenses.) \_\_\_\_\_ will be happy to help you with this process (xxx)xxx-xxxx).*

Your duties and responsibilities in this position will include teaching, service and conducting scholarly research in your field. Your [Department Chair/School Director], in consultation with the Dean, will be responsible for the details of your assignment and for evaluating your performance of those assignments. This appointment may be terminated in accordance with University Policies, Regulations, and any applicable collective bargaining agreement.

This offer of employment is contingent upon your being legally authorized to work in the United States at Florida Atlantic University. Florida Atlantic University also requires the completion of a pre-appointment screening process prior to your beginning your assignment at Florida Atlantic University. Please monitor your e-mail account for a message from [CustomerSupport@hireright.com](mailto:CustomerSupport@hireright.com) to complete an on-line application for background screening. This offer of employment is contingent upon the successful completion of a background check.

Attached are a Personal Data Sheet and FAUNetID & E-mail Account Creation Form. Returning completed forms to me with your signed offer letter will ease your entry to the FAU workplace.

The University is required to verify the highest degree held by each employee prior to the start of employment. Should you decide to accept this offer, you will expedite the appointment process by having the Registrar of your degree granting institution mail an official copy of your transcript directly to me as soon as possible. If your degree is from outside the United States, a transcript evaluation from an organization belonging to the National Association of Credential Evaluation Services (NACES), with an indication of the documents the evaluation was prepared from (official transcript, diploma, dissertation abstract) is also required.

Once your credentials are on file, you must visit the Department of Human Resources and sign-in prior to the start of your appointment. You will be asked to complete a number of forms, including the W-4 form, the electronic I-9 form, E-verify process, Personal Data Sheet, loyalty oath, and Direct Deposit enrollment. You will need your Social Security card, proof of identity (photo ID) and documentation of employment eligibility to complete the sign-in process. These and various other documents will be explained to you in greater detail during the sign-in process. You will also receive a benefits package and be scheduled for a benefits orientation.

If you agree to accept this appointment under the conditions stated above, you must return a signed copy of this letter, the Faculty Tenure Timeline and the Faculty Notice of Appointment to me by \_\_\_\_\_ (date), when this offer shall expire.

Sincerely,

Name  
Dean

Employee

Date of Acceptance

cc: Department Chair/School Director  
Vice Provost

Date

Name

Address

City, State ZIP

Dear :

I am pleased to conditionally offer you a tenure earning appointment as Assistant Professor of \_\_\_\_\_ in the College of \_\_\_\_\_. Your appointment will begin on [date], at a [nine, twelve] month salary of \$\_\_\_\_\_. The following conditions apply for your offer and appointment: 1) If you have not successfully defended your dissertation by \_\_\_\_\_[date], your starting salary will be \$\_\_\_\_\_and your appointment will be at the rank of Instructor; 2) Upon completion of all requirements for the Ph.D. we will raise your salary to the original offer of \$\_\_\_\_\_and change your appointment to Assistant Professor; 3) Should you fail to successfully defend your dissertation by the end of \_\_\_\_\_Semester [year], your appointment will not be renewed. Your principal place of employment will be \_\_\_\_\_.

*(Optional: In accordance with the University’s policies and procedures for moving expenses, you will be reimbursed by the College for up to \$ \_\_\_\_\_ to cover some of your household moving expenses.) \_\_\_\_\_ will be happy to help you with this process (xxx)xxx-xxxx).*

Your duties will include teaching, research and service. Your [Department Chair/School Director], in consultation with the Dean, will be responsible for the details of your assignment and for evaluating your performance of those assignments. This appointment may be terminated in accordance with University Policies, Regulations, and any applicable collective bargaining agreement.

This offer of employment is contingent upon your being legally authorized to work in the United States at Florida Atlantic University. Florida Atlantic University also requires the completion of a pre-appointment screening process prior to your beginning your assignment at Florida Atlantic University. Please monitor your e-mail account for a message from [CustomerSupport@hireright.com](mailto:CustomerSupport@hireright.com) to complete an on-line application for background screening. This offer of employment is contingent upon the successful completion of a background check.

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Sincerely,

Name

Dean

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date of Acceptance

cc: Department Chair/School Director  
Vice Provost

Date

Name  
Address  
City, State ZIP

Dear :

I am pleased to offer you a non-tenure earning position as Instructor of \_\_\_\_\_ for the [Spring] and [Fall] Semester of [year], beginning [date] and ending [date]. This is a one academic year appointment with a (nine, twelve) month salary of \$\_\_\_\_\_. Your employment under this appointment will cease on the date indicated (Optional: although successive appointments may be considered.) No further notice of cessation of employment is required. Your principal place of employment will be \_\_\_\_\_.

*(Optional: In accordance with the University's policies and procedures for moving expenses, you will be reimbursed by the College for up to \$ \_\_\_\_\_ to cover some of your household moving expenses.) \_\_\_\_\_ will be happy to help you with this process (xxx)xxx-xxxx).*

Your responsibilities as a faculty member will include teaching. Your [Department Chair/School Director], in consultation with the Dean, will be responsible for the details of your assignment and for evaluating your performance of those assignments. You may also be assigned departmental or college service. This appointment may be terminated in accordance with University Policies, Regulations, and any applicable collective bargaining agreement.

This offer of employment is contingent upon your being legally authorized to work in the United States at Florida Atlantic University. Florida Atlantic University also requires the completion of a pre-appointment screening process prior to your beginning your assignment at Florida Atlantic University. Please monitor your e-mail account for a message from [CustomerSupport@hireright.com](mailto:CustomerSupport@hireright.com) to complete an on-line application for background screening. This offer of employment is contingent upon the successful completion of a background check.

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Sincerely,

Name  
Dean

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date of Acceptance

cc: Department Chair/School Director  
Vice Provost

Date

Name

Address

City, State ZIP

Dear :

I am pleased to offer you an appointment as a Professor of \_\_\_\_\_ in the College of \_\_\_\_\_. Your appointment will begin with the [ Fall/Spring/Summer] semester, [date], at a [nine, twelve] month salary of \$\_\_\_\_\_.

We expect your appointment as Professor of \_\_\_\_\_ to include tenure. Tenure may be granted to an employee by the President at the time of appointment upon recommendation of the Provost. We will begin the process upon your acceptance of this offer.

(Note: If the tenure upon appointment process is complete, this paragraph may be omitted and the first sentence revised to state, "as a tenured Professor.")

(Optional: In accordance with the University's policies and procedures for moving expenses, you will be reimbursed by the College for up to \$ \_\_\_\_\_ to cover some of your household moving expenses.) \_\_\_\_\_ will be happy to help you with this process (xxx)xxx-xxxx).

Your duties will include teaching, research and service. Your [Department Chair/School Director], in consultation with the Dean, will be responsible for the details of your assignment and for evaluating your performance of those assignments. Your principal place of employment will be \_\_\_\_\_.

This offer of employment is contingent upon your being legally authorized to work in the United States at Florida Atlantic University. Florida Atlantic University also requires the completion of a pre-appointment screening process prior to your beginning your assignment at Florida Atlantic University. Please monitor your e-mail account for a message from [CustomerSupport@hireright.com](mailto:CustomerSupport@hireright.com) to complete an on-line application for background screening. This offer of employment is contingent upon the successful completion of a background check.

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Sincerely,

Name

Dean

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date of Acceptance

cc: Department Chair/School Director  
Vice Provost

Date

Name

Address

City, State ZIP

Dear :

I am pleased to offer you a non-tenure earning academic year position as Visiting [Assistant/Associate/Professor] of \_\_\_\_\_ for \_\_\_\_\_[number of years up to three] years beginning on \_\_\_\_\_[date] and ending on [date]. The (nine, twelve) month salary is \$\_\_\_\_\_. Your employment under this appointment will cease on the date indicated. No further notice of cessation of employment is required. Your principal place of employment will be \_\_\_\_\_.

(Optional: In accordance with the University’s policies and procedures for moving expenses, you will be reimbursed by the College for up to \$ \_\_\_\_\_ to cover some of your household moving expenses.) \_\_\_\_\_ will be happy to help you with this process (xxx) xxx-xxxx).

Your responsibilities as a faculty member will primarily include teaching. Your [Department Chair/School Director], in consultation with the Dean, will be responsible for the details of your assignment and for evaluating your performance of those assignments. You may also be assigned research or service. This appointment may be terminated in accordance with University Policies, Regulations, and any applicable collective bargaining agreement.

This offer of employment is contingent upon your being legally authorized to work in the United States at Florida Atlantic University. Florida Atlantic University also requires the completion of a pre-appointment screening process prior to your beginning your assignment at Florida Atlantic University. Please monitor your e-mail account for a message from [CustomerSupport@hireright.com](mailto:CustomerSupport@hireright.com) to complete an on-line application for background screening. This offer of employment is contingent upon the successful completion of a background check.

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Sincerely,

Name

Dean

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date of Acceptance

cc: Department Chair/School Director  
Vice Provost

Date

Name  
Address  
City, State ZIP

Dear :

I am pleased to offer you a tenure-earning position as [Assistant/Associate] Professor of \_\_\_\_\_ in the College of \_\_\_\_\_. Your appointment will begin with the [Fall/Spring/Summer] semester, [date], at a [nine, twelve] month salary of \$ \_\_\_\_\_. In keeping with our discussion, you are being credited with \_\_\_\_\_ years of credit toward tenure on the basis of tenure earning service at your current institution. Academic year \_\_\_\_\_ will therefore be considered as your sixth year for tenure earning purposes. Your principal place of employment will be \_\_\_\_\_.

*(Optional: In accordance with the University's policies and procedures for moving expenses, you will be reimbursed by the College for up to \$ \_\_\_\_\_ to cover some of your household moving expenses.) \_\_\_\_\_ will be happy to help you with this process (xxx) xxx-xxxx).*

Your duties and responsibilities in this position will include teaching, service and conducting scholarly research in your field. Your [Department Chair/School Director], in consultation with the Dean, will be responsible for the details of your assignment and for evaluating your performance of those assignments. This appointment may be terminated in accordance with University Policies, Regulations, and any applicable collective bargaining agreement.

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Sincerely,

Name  
Dean

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date of Acceptance

cc: Department Chair/School Director  
Vice Provost

Date

Name

Address

City, State ZIP

Dear :

I am pleased to offer you an appointment as Professor and Chair/Director of the [Department/School] of \_\_\_\_\_ for a [term] beginning [effective date]. Your principal place of employment will be the \_\_\_\_\_.

We expect your appointment as Professor of \_\_\_\_\_ to include tenure. Tenure may be granted to an employee by the President at the time of appointment upon recommendation of the Provost. We will begin the process upon your acceptance of this offer.

(Note: If the tenure upon appointment process is complete, this paragraph may be omitted and the first sentence revised to state, "as a tenured Professor.")

During your period as Chair, you will be on a twelve-month administrative appointment (not part of the faculty bargaining unit), and you will be subject to all existing University policies for such appointments, as amended from time to time. The salary for this twelve month appointment will be \$\_\_\_\_\_. Should you later leave this position and return full time to the faculty, either by personal choice or by reassignment by the Dean, you will revert to an academic year contract with salary conversion of 9/12, in accordance with current University policy.

(Optional: In accordance with the University's policies and procedures for moving expenses, you will be reimbursed by the College for up to \$ \_\_\_\_\_ to cover some of your household moving expenses.) \_\_\_\_\_ will be happy to help you with this process (xxx) xxx-xxxx).

The details of your responsibilities as Chair/Director, as well as your activities in teaching and research, will be determined and assigned by me. As Dean I will also be responsible for evaluating your performance in those roles.

As Chair and primary executive officer of the Department, you will have management and oversight responsibility for the Department and will be a key member of our College leadership team. Your position will require close cooperation and collaboration with our other units, with the Dean's Office and other elements of the University, and with other outside constituencies. Other tasks and assignments will be at the discretion of the Dean, who is responsible for your performance evaluations.

You will be expected to provide leadership for the faculty and staff as they deliver the academic and research programs for which the Department is accountable. This is to include timely completion of faculty assignments that enhance teaching and research productivity and promotion of faculty and staff excellence through recruitment, development, annual evaluations, and evaluation of merit for the promotion, tenure, and salary increases. You also will serve as liaison between the faculty and the Dean. This appointment may be terminated in accordance with University Policies, Regulations, and any applicable collective bargaining agreement.

This offer of employment is contingent upon your being legally authorized to work in the United States at Florida Atlantic University. Florida Atlantic University also requires the completion of a pre-appointment screening process prior to your beginning your assignment at Florida Atlantic University. Please monitor your e-mail account for a message from [CustomerSupport@hireright.com](mailto:CustomerSupport@hireright.com) to complete an on-line application for background screening. This offer of employment is contingent upon the successful completion of a background check.

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If you agree to accept this appointment under the conditions stated above, you must return a signed copy of this letter, the Faculty Tenure Timeline and the Faculty Notice of Appointment to me by \_\_\_\_\_ (date), when this offer shall expire.

Sincerely,

Name  
Dean

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date of Acceptance

cc: Vice Provost

Date

Name

Address

City, State ZIP

Dear :

I am pleased to offer you an appointment as Chair/Director for the [Department/School] of \_\_\_\_\_ for a [term] beginning [effective date].

During your period as Chair/Director, you will be on a twelve-month administrative appointment, and you will be subject to all existing University policies for such appointments. The salary for this twelve month appointment will be \$\_\_\_\_\_. Should you later leave this position and return full time to the faculty, either by personal choice or by reassignment by the Dean, you will revert to an academic year contract with a salary conversion of 9/12, in accordance with current University policy.

The details of your responsibilities as Chair/Director, as well as your activities in teaching and research, will be determined and assigned by me. As Dean, I will also be responsible for evaluating your performance in those roles.

As Chair/Director and primary executive officer of the Department/School, you will have management and oversight responsibility for the Department/School and will be a key member of our College leadership team. Your position will require close cooperation and collaboration with our other units, with the Dean's Office and other elements of the University, and with other outside constituencies. Other tasks and assignments will be at the discretion of the Dean, who is responsible for your performance evaluations.

You will be expected to provide leadership for the faculty and staff as they deliver the academic and research programs for which the Department/School is accountable. This is to include timely completion of faculty assignments that enhance teaching and research productivity and promotion of faculty and staff excellence through recruitment, development, annual evaluations, and evaluation of merit for the promotion, tenure, and salary increases. You also will serve as liaison between the faculty and the Dean.

You have my congratulations for the confidence your colleagues have expressed in you as well as my best wishes for success in this role.

If you accept this appointment with the conditions and responsibilities stated above, you must sign and return this letter to me by \_\_\_\_\_ (date), when this offer shall expire.

Sincerely,

Name

Dean

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date of Acceptance

cc: Vice Provost

Date

Name

Address

City, State ZIP

Dear :

I am pleased to offer you a non-tenure earning position as \_\_\_\_\_ for a \_\_\_\_\_ year term beginning [date] and terminating on \_\_\_\_\_[date]. This multi-year appointment is offered with an (nine, twelve) month salary of \$\_\_\_\_\_. This appointment may be renewed for an additional term at the discretion of the Chair/Director and Dean. Please note that your service under this appointment will cease on the date indicated unless a successive appointment is offered. No further notice of cessation of employment is required. Your principal place of employment will be \_\_\_\_\_.

(Optional: In accordance with the University’s policies and procedures for moving expenses, you will be reimbursed by the College for up to \$ \_\_\_\_\_ to cover some of your household moving expenses.) \_\_\_\_\_ will be happy to help you with this process (xxx) xxx-xxxx).

Your responsibilities in this appointment will include \_\_\_\_\_ (options: teaching, service, conducting scholarly research in your field). Your [Department Chair/School Director], in consultation with the Dean, will be responsible for the details of your assignment and for evaluating your performance of those assignments. This appointment may be terminated in accordance with University Policies, Regulations, and any applicable collective bargaining agreement.

This offer of employment is contingent upon your being legally authorized to work in the United States at Florida Atlantic University. Florida Atlantic University also requires the completion of a pre-appointment screening process prior to your beginning your assignment at Florida Atlantic University. Please monitor your e-mail account for a message from [CustomerSupport@hireright.com](mailto:CustomerSupport@hireright.com) to complete an on-line application for background screening. This offer of employment is contingent upon the successful completion of a background check.

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Sincerely,

Name

Dean

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date of Acceptance

cc: Department Chair/School Director  
Vice Provost

Date

Name

Address

City, State ZIP

Dear :

I am pleased to offer you a tenure-earning position as Assistant/Associate/Professor of \_\_\_\_\_ in the College of \_\_\_\_\_. Your appointment will begin with the Spring semester, [date], at a [nine, twelve] month salary of \$\_\_\_\_\_. Your principal place of employment will be \_\_\_\_\_. As agreed, your tenure clock will start immediately, and you will submit your tenure portfolio in Fall \_\_\_\_\_, covering 4.5 years of employment\*.

*(Optional: In accordance with the University’s policies and procedures for moving expenses, you will be reimbursed by the College for up to \$ \_\_\_\_\_ to cover some of your household moving expenses.) \_\_\_\_\_ will be happy to help you with this process (xxx) xxx-xxxx).*

Your duties and responsibilities in this position will include teaching, service and conducting scholarly research in your field. Your [Department Chair/School Director], in consultation with the Dean, will be responsible for the details of your assignment and for evaluating your performance of those assignments. This appointment may be terminated in accordance with University Policies, Regulations, and any applicable collective bargaining agreement.

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Sincerely,

Name

Dean

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date of Acceptance

cc: Department Chair/School Director  
Vice Provost

\* Or As agreed, your tenure clock will not start until next Fall. You will therefore submit your tenure portfolio in Fall \_\_\_\_\_, covering 5.5 years of employment.

**Model 11** – Courtesy/Affiliate/Volunteer Appointment  
Revised March 2015

Date

Name  
Address  
City, State ZIP

Dear :

I am pleased to offer you an appointment as (Courtesy, Affiliate, Volunteer) Instructor/Assistant/Associate/Professor of \_\_\_\_\_ in the College of \_\_\_\_\_. This is a non-tenured, non-tenure earning (paid/unpaid) appointment which will begin [Fall/Spring/Summer] semester, [or date] and end on \_\_\_\_\_ [date] unless terminated sooner, but may be renewed upon mutual agreement of both parties.

As part of this appointment you will \_\_\_\_\_ (describe duties). We will be pleased to provide you (departmental/college assistance) in the form of \_\_\_\_\_. This appointment does not include \_\_\_\_\_. This appointment of course also does not include participation privileges in the departmental, college, or university governance process.

Also note that under this appointment you may be entitled to submit proposals as a co-principal investigator to sponsoring agencies for funding through Florida Atlantic University, subject to approval of the Vice President of Research.

Please be aware that all University regulations and policies pertain to this appointment. These include, but are not limited to, the Intellectual Property Policy, personnel and employment policies, Policy on Faculty Conflict of Commitment and Conflict of Interest, Policy on Integrity in Research and Procedures for Reviewing Alleged Misconduct and policy and procedures related to the ethical use of humans and animals in research. This (Courtesy, Affiliate, Volunteer) appointment may be terminated by the Dean at any time during the term at his/her discretion with or without cause.

Attached is an Affiliate Appointment Personal Data Sheet. If you agree to accept this appointment under the conditions stated above, please return this form and the signed letter of acceptance to me by \_\_\_\_\_ [date], at which time we will expedite this courtesy appointment.

Sincerely,

Name  
Dean

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date of Acceptance

cc: Department Chair/School Director  
Diane Alperin, Vice Provost

**NOTE: IT IS IMPORTANT TO IDENTIFY JUST WHAT PRIVILEGES WILL AND WILL NOT BE PROVIDED (OFFICE SPACE, PHONE SERVICES, CLERICAL SUPPORT, COMPUTER SERVICES, ETC.)**

**NOTE: IF INSTRUCTION OF STUDENTS IS PART OF THIS APPOINTMENT, THEN THE FOLLOWING TWO PARAGRAPHS MAY NEED TO BE INCLUDED (See the Provost's Affiliate Faculty Appointment Policy for more information):**

**The University is required to verify the highest degree held by each person involved in instruction of students. Please have the Registrar of your degree-granting institution mail an official copy of your transcript directly to me as soon as possible. If your degree is from outside the United States, a transcript evaluation from an organization belonging to the National Association of Credential Evaluation Services (NACES), with an indication of the documents the evaluation was prepared from (Official transcript, diploma, dissertation abstract) is also required.**

**This offer of employment is contingent upon your being legally authorized to work in the United States at Florida Atlantic University. Florida Atlantic University also requires the completion of a pre-appointment screening process prior to your beginning your assignment at Florida Atlantic University. Please monitor your e-mail account for a message from [CustomerSupport@hireright.com](mailto:CustomerSupport@hireright.com) to complete an on-line application for background screening. This offer of employment is contingent upon the successful completion of a background check.**

**NOTE: PLEASE SEE PROVOST'S POLICY ON AFFILIATE FACULTY APPOINTMENTS**

Date

Name

Address

City, State ZIP

Dear :

I am pleased to offer you a tenure-earning position as [Assistant/Associate] Professor. This is an appointment in the Department/School of \_\_\_\_\_ in the College of \_\_\_\_\_, but you may have assignments in the Department/School of \_\_\_\_\_. Your appointment will begin with the [Fall/Spring/Summer] semester, [date], at a [nine, twelve] month salary of \$\_\_\_\_\_. Your principal place of employment will be \_\_\_\_\_.

*(Optional: In accordance with the University's policies and procedures for moving expenses, you will be reimbursed by the College for up to \$ \_\_\_\_\_ to cover some of your household moving expenses.) \_\_\_\_\_ will be happy to help you with this process (xxx) xxx-xxxx).*

Your duties and responsibilities in this position will include teaching, service and conducting scholarly research in your field. Your tenure will reside in the Department of \_\_\_\_\_ (primary) and that Chair, in consultation with the Dean, will be responsible for the details of your assignment and for evaluating your performance in those assignments. He/she will consult with the Chair of the Department of \_\_\_\_\_ (secondary), if applicable, about your teaching/research/service and performance in those assignments. This appointment may be terminated in accordance with University Policies, Regulations, and any applicable collective bargaining agreement.

This offer of employment is contingent upon your being legally authorized to work in the United States at Florida Atlantic University. Florida Atlantic University also requires the completion of a pre-appointment screening process prior to your beginning your assignment at Florida Atlantic University. Please monitor your e-mail account for a message from [CustomerSupport@hireright.com](mailto:CustomerSupport@hireright.com) to complete an on-line application for background screening. This offer of employment is contingent upon the successful completion of a background check.

Attached are a Personal Data Sheet and FAUNetID & E-mail Account Creation Form. Returning completed forms to me with your signed offer letter will ease your entry to the FAU workplace.

The University is required to verify the highest degree held by each employee prior to the start of employment. Should you decide to accept this offer, you will expedite the appointment process by having the Registrar of your degree granting institution mail an official copy of your transcript directly to me as soon as possible. If your degree is from outside the United States, a transcript evaluation from an organization belonging to the National Association of Credential Evaluation Services (NACES), with an indication of the documents the evaluation was prepared from (official transcript, diploma, dissertation abstract) is also required.

Once your credentials are on file, you must visit the Department of Human Resources and sign-in prior to the start of your appointment. You will be asked to complete a number of forms, including the W-4 form, the electronic I-9 form, E-verify process, Personal Data Sheet, loyalty oath, and Direct Deposit enrollment. You will need your Social Security card, proof of identity (photo ID) and documentation of employment eligibility to complete the sign-in process. These and various other documents will be explained to you in greater detail during the sign-in process. You will also receive a benefits package and be scheduled for a benefits orientation.

If you agree to accept this appointment under the conditions stated above, you must return a signed copy of this letter, the Faculty Tenure Timeline and the Faculty Notice of Appointment to me by \_\_\_\_\_ (date), when this offer shall expire.

Sincerely,

Name

Dean

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date of Acceptance

cc: Department Chair(s)/School Director(s)  
Vice Provost

Date

Name

Address

City, State ZIP

Dear \_\_\_\_\_ :

I am pleased to offer you a five year appointment as the \_\_\_\_\_ Eminent Scholar in \_\_\_\_\_ and Professor of \_\_\_\_\_ in the College of \_\_\_\_\_ at Florida Atlantic University. This position is established with support from the \_\_\_\_\_ Eminent Scholar endowment, funded by a gift of \$\_\_\_\_\_ from \_\_\_\_\_ (Donor's name) which is being matched by \$\_\_\_\_\_ from the State of Florida through its challenge grant program.

Your appointment will begin \_\_\_\_\_ (date) at a nine-month academic year salary of \$\_\_\_\_\_. This total salary will consist of two components. The first is an academic salary of \$\_\_\_\_\_ recognizing your role as a senior faculty member in \_\_\_\_\_ (discipline). The second is a stipend of \$\_\_\_\_\_ associated with the Eminent Scholar chair. If you should cease to serve as Eminent Scholar at some time in the future, you would continue as a Professor of \_\_\_\_\_ (discipline), and your salary would be reduced by % to reflect the cessation of the Eminent Scholar role. Your principal place of employment will be the \_\_\_\_\_ campus.

We expect the appointment of an Eminent Scholar to include tenure. Tenure may be granted to an employee by the President at the time of appointment upon recommendation of the Provost. We will begin the process upon your acceptance of this offer.

(Note: If the tenure upon appointment process is complete, this paragraph may be omitted and the first sentence revised to state, "as a tenured Professor.")

Your duties and responsibilities in this position will include conducting scholarly research, teaching, and professional service as assigned and evaluated by the dean and by the chair of the department. In addition, as an Eminent Scholar you will be involved in a comprehensive evaluation in the fifth year of your appointment. The details of this evaluation will be developed by the Dean, in consultation with you, during the fourth year of your appointment.

Eminent scholars are expected to be outstanding researchers with international recognition in their fields, as reflected in publications and other forms of research recognition. We will expect you to secure external funding commensurate with this stature, to ensure the long-term viability and quality of your research program at FAU. We also will expect to see leadership that will make the University's overall research program in \_\_\_\_\_ (discipline) stronger through collaborations within the University as well as outside it. Your success in meeting these expectations will be evaluated by the dean, with input from your chair.

In teaching, we will expect you to provide strong and successful instruction to students at both undergraduate and graduate levels. Your department chair will be responsible for the details of your teaching assignments and their evaluation. Also, since your position is made possible by donated funds, we will ask you on occasion to assist as appropriate in development and fund-raising activities on behalf of the \_\_\_\_\_ (Donor's name) endowment and others in the college.

In support of your research efforts, you will be provided with startup funding of \$xx,000 to be disbursed over \_\_\_\_\_ year(s). Of this total, approximately \$yy,000 will come from currently expendable funds generated by the endowment, and the balance will be provided by the Vice President for Research. In addition, you will be able to use the endowment's continuing income in support of your research. The precise amount varies, depending on fluctuations in the principal value and earnings of the University's overall endowment under the stewardship of the FAU Foundation; at current conditions, however, you should expect the account to generate at least \$zz,000 annually. I expect that you will use these funds to initiate research programs that will be funded on a continuing basis by the major federal research support agencies.

This start-up funding may also be used to pay for your household moving expenses, up to a maximum of \$\_\_\_\_\_. For your information, the state does not pay for storage, unpacking, or for the cost of contents insurance. We will be happy to work with you on these details as you begin to plan your move.

This offer of employment is contingent upon your being legally authorized to work in the United States at Florida Atlantic University. Florida Atlantic University also requires the completion of a pre-appointment screening process prior to your beginning your assignment at Florida Atlantic University. Please monitor your e-mail account for a message from [CustomerSupport@hireright.com](mailto:CustomerSupport@hireright.com) to complete an on-line application for background screening. This offer of employment is contingent upon the successful completion of a background check.

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Sincerely,

Name  
Dean

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date of Acceptance

cc: \_\_\_\_\_, Provost  
\_\_\_\_\_, Vice Provost  
\_\_\_\_\_, Vice President for Research  
\_\_\_\_\_, Department Chair/School Director  
Employee File, Dean's Office