Date

Name

Address

Dear Name,

I am pleased to offer you an appointment as Title in the College of Design, Construction and Planning, Unit. Your appointment is for the period of Date through Date. Your appointment is to a nine or twelve month, non-tenure accruing position, at \_\_ FTE. Your salary will be $\_\_\_\_ (biweekly rate of $\_\_\_\_).

This offer of employment is contingent on a successful pre-employment screening which includes a review of criminal records, reference checks, and verification of education. In conjunction with education verification, an official copy of your transcript for your highest degree must be submitted by mm/dd/yyyy or prior to the start of your appointment. The official transcript must be either delivered in a sealed envelope to College of Design, Construction, and Planning, P.O. Box XXXXX, Gainesville, Florida 32611 (attn: Name) or emailed directly from the institution to email. A degree acquired from a non-US institution must be evaluated by an education credentialing agency approved by National Associates of Credentialing Evaluation Services (NACES). Additionally, under the Immigration Reform and Control Act of 1986, the University of Florida is required to verify the identity and work authorization of all new employees. As a federal contractor, the University of Florida also participates in E-Verify, the federal on-line verification system. To comply with these requirements, on or before your first day of employment, you must complete Section 1 of Form I-9. Additionally, you must present documents that verify your identity and work authorization within the first three business days of your start date. Should you fail to provide the appropriate documentation by the end of the third business day as required by law; your appointment will be terminated until you provide such documentation.

You may be eligible for state or university benefits. To determine your eligibility, please review the benefits eligibility chart located at <http://hr.ufl.edu/benefits/new-employees/eligibility-and-enrollment>. Eligibility for state plans is determined by People First based on certain criteria. Prior State of Florida service may impact eligibility for benefits with this appointment. If you have questions regarding eligibility, please contact People First at 1-866-663-4735, or University Benefits at (352) 392-2477 or benefits@ufl.edu. Please note, enrollment in benefit programs is not automatic. If eligible, you will have 60 calendar days from your hire date to enroll in benefits. Please visit <http://hr.ufl.edu/benefits> for plan information and enrollment instructions.

As an Adjunct title,you will automatically be enrolled in the University of Florida’s FICA Alternative Plan. Under the provisions of this retirement plan, instead of paying 6.2% social security taxes post-tax, you will contribute 7.5% of your pre-tax wages into an investment account in your name. The Medicare contributions at 1.45% will be withheld from your biweekly paychecks and will be matched by the University.

Your employment will cease on the date indicated in this letter of appointment. No further notice of cessation of employment is required. <if applicable - Any reappointment beyond these dates is discretionary and will be dependent upon availability of funding, department needs, and your satisfactory performance of assigned duties.

Please indicate your acceptance of this appointment and conditions by signing the line below and returning a copy of this letter to me as soon as possible, but not later than Date.

Thank you for your contributions to the Unit Name. We look forward to continuing to work with you.

Sincerely,

Director/Chair Name Chimay Anumba

Title Dean and Professor

I understand and accept the conditions of this Letter of Appointment.

Accepted:

Name Date

**OFFER OF EMPLOYMENT**

**for**

**Name**

**1. DATE:** Date

**2. Professional Classification System Title:**  Title

**3. PRINCIPAL PLACE OF EMPLOYMENT;** City, State

**4. EMPLOYMENT UNIT:** College of Design, Construction and Planning, Unit

**5. LENGTH OF APPOINTMENT:** Date through Date

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

**6**. **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 you’re 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.>

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.

This is an OPS appointment and has no contractual rights to continuing employment, and is not eligible for fringe benefits other than workers' and unemployment compensation and FICA.

**7. POSITION STATUS:** This is a non-tenure accruing position

**8. EMPLOYMENT CONTRACT STATEMENTS:**

* *"In the performance of the contract, both parties are subject to the constitution and laws of the State of Florida, rules and regulations of the Board of Governors, and the University of Florida."*
* *"A person who has been convicted of the sale or trafficking in or conspiracy to sell or traffic a controlled substance, if such offensive is a felony, is disqualified from applying or accepting employment by any agency of the state, unless certain conditions are met."*

**9. PERCENT OF FULL TIME EFFORT (FTE) ASSIGNED:**  0.00 FTE

**10. SALARY RATE:**  $ \_\_\_\_\_\_\_ ($\_\_\_\_\_ Biweekly)

**11. OUTSIDE ACTIVITY/CONFLICT OF INTEREST STATEMENT:** If you propose to engage in any outside activity or have a potential conflict of interest, you shall notify your chair or supervisor in writing (using the proper University of Florida forms) prior to engaging in these activities. Such notification must be done annually for as long as you continue to engage in such activity or have such conflict of interest.

**12. DUTIES AND RESPONSIBILITIES:** Your assigned duty is to Enter assignment – Example teach: Course Number, Course Name for Semester or Term Year and any responsibilities involved with such.

Chair Name and Title Candidate’s Name