Dear <Candidate’s Name>:

On behalf of the Georgia Institute of Technology (“Georgia Tech”), it is my pleasure to offer you a study abroad appointment as **[*rank/title*]** with the **[*study abroad program name]*** at a salary of **[*salary*]** from ***[dates of service with the program].***

As we discussed, your assignment includes ***[list job responsibilities]****.*

**If this appointment includes summer salary for a faculty member on an academic-year contract, include the following:**

This appointment includes summer salary in the amount of **[use specific $ amount or # of months].** Summer salaries may not exceed one-third of the previous academic year rate.

**If extra compensation is being provided:**

This appointment supplements your current appointment as **[current title]** in **[Department Name]** and will include $**[Stipend Amount]**, which remains in place, and will be paid in addition to your current salary. Pursuant to Georgia Tech’s Extra Compensation policy, you will be required to take vacation or have a flexible work arrangement on file in GTHR prior to the beginning of the semester for any class that falls within normal business hours. Please reach out to **[Departmental HR Contact]** for specific guidance.

**If no extra compensation is being provided for FACULTY teaching:**

This appointment, which is in conjunction with your current appointment as **[current title]** in **[Department Name]**, is an unpaid appointment, and as such, does not include additional salary. Please work with your direct supervisor regarding your specific assignments.

**If no extra compensation is being provided for STAFF teaching:**

This appointment, which is in conjunction with your current appointment as **[current title]** in **[Department Name]**, is an unpaid appointment, and as such, does not include additional salary. You will be required to take vacation or have a flexible work arrangement on file in GTHR prior to the beginning of the semester for any class that falls within normal business hours. Please reach out to **[Departmental HR Contact]** for specific guidance.

By accepting this offer, you agree to comply with any applicable statutes and regulations, the Bylaws and Policies of the Board of Regents of the University System of Georgia (“BOR”), and all Georgia Tech policies. BOR and Georgia Tech policies are available at [www.usg.edu](http://www.usg.edu) and [www.gatech.edu](http://www.gatech.edu). General descriptions of Georgia Tech’s consulting policy, employment policies, and guidelines are available online at <http://www.ohr.gatech.edu/>. Further details can be obtained by viewing the Faculty Handbook online at <http://www.policylibrary.gatech.edu/faculty_handbook>.

This offer is contingent upon successful completion of a standard background investigation, including a criminal background screen per Georgia Tech and University System of Georgia policies, see: <http://policylibrary.gatech.edu/employment/pre-employment-screening>. Please note employees may not begin working with students prior to successful completion of the background investigation. Your Human Resources representative, **[departmental HR contact]**, will contact you once you have been cleared to begin work.

This appointment may be terminated prior to **[end date from first paragraph]** if you fail to teach effectively, successfully perform the duties assigned to you, and/or fulfill all teaching responsibilities; or if you violate any Georgia Tech or Board of Regents policy. This offer may be modified or rescinded at any time based upon student enrollment and/or funding availability.

Please notify us of your decision to accept this appointment by signing the acceptance statement below, and returning it to me on or before **[date].** If you have any additional questions, please feel free to contact me.

Sincerely,

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Program Director Name and Title

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Signature Date

I accept this offer with an effective date of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Candidate’s Name

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Signature Date