

**FLORIDA ATLANTIC UNIVERSITY**

[Paid Appointment]

Date

Name  
Address  
Zip

Dear :

On behalf of \_\_\_\_\_, I am pleased to offer you an [a part-time] appointment as a Research [Assistant, Associate] Professor in the Department of \_\_\_\_\_, effective from [date] to [date]. Your full-time equivalent salary base will be \$ \_\_\_\_\_, prorated according to the number of hours in the grant. This offer is being made in conjunction with an award to the University by [e.g. The National Science Foundation]. This appointment can be renewed provided additional funds are made available under this award for an additional period. Please note that your service under this employment contract will cease on the date indicated and that no further notice of cessation of employment is required. Also note that under this appointment you are entitled to submit proposals as a principal investigator to sponsoring agencies for additional funding through Florida Atlantic University.

Your duties and responsibilities for this position will involve providing technical assistance to the Department of \_\_\_\_\_ on the recently funded grant. This is under the direction of \_\_\_\_\_ who will be responsible for your assignments and evaluation.

University policies pertain to faculty-level research appointees. These include but are not limited to the University Patent Policy, Policy on Faculty Conflict of Commitment and Conflict of Interest, Policy on Integrity in Research and Procedures for Reviewing Alleged Misconduct, Policy on Employment of Relatives and the Annual Leave Policy for Contract and Grant Employees. Research faculty must also comply with the recommendations and requirements of the University's compliance committees (IRB, IACUC, Research Safety, etc.).

The University is required to verify the highest degree held by each employee. 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.

Please understand that this offer is contingent on your being legally authorized to work in the United States at Florida Atlantic University. If you agree to accept this appointment under the conditions stated, please sign and return this letter to me by [date].

The State of Florida requires that you sign and have notarized a loyalty oath and that your salary be paid through direct deposit to your banking institution. Federal law requires that

[Unpaid Appointment]

Date

Name  
Address  
Zip

Dear :

On behalf of \_\_\_\_\_, I am pleased to offer you an [a part-time] appointment as a Research [Assistant, Associate] Professor in the Department of \_\_\_\_\_, effective from [date] to [date]. This is an unpaid appointment and can be renewed provided upon mutual agreement of both parties. Please note that your service under this employment contract will cease on the date indicated and that no further notice of cessation of employment is required. Also note that under this appointment you are entitled to submit proposals as a principal investigator to sponsoring agencies for funding through Florida Atlantic University.

Your duties and responsibilities for this position will involve providing technical assistance to the Department of \_\_\_\_\_. This is under the direction of \_\_\_\_\_ who will be responsible for your assignments and evaluation.

University policies pertain to faculty-level research appointees. These include but are not limited to the University Patent Policy, Policy on Faculty Conflict of Commitment and Conflict of Interest, Policy on Integrity in Research and Procedures for Reviewing Alleged Misconduct, Policy on Employment of Relatives and the Annual Leave Policy for Contract and Grant Employees. Research faculty must also comply with the recommendations and requirements of the University's comp