PLACE ON DEPARTMENT LETTER HEAD

**Letter of Offer and Terms & Conditions**
NAME

1. **Date of Offer:** DATE
2. **Title:** TITLE
3. **UFID:** 8 Digit UFID
4. **Employment Unit:** DEPARTMENT
5. **Length of Appointment:** SEMESTER YEAR: Academic Dates
*Your employment under this contract will cease on the date indicated. No further notice of cessation of employment is required.*
6. **Special Conditions of Employment:**
	1. 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 can provide such documentation.
	2. The College reserves the right to cancel the course and nullify the contract for low enrollments in a class.
7. **Position Status:** This is an OPS, non-tenure accruing position
8. **Percent of full-time effort (FTE) assigned:** FTE
9. **Salary:** For the # OF CHECKS pay periods in the SPRING/FALL/SUM semester you will receive a total of SEMESTER RATE FOR ALL CLASSES
10. **Duties and Responsibilities:** The assignment for the semester will be:
	1. CLASS (UFO or non-UFO) RATE (FTE)
	2. CLASS (UFO or non-UFO) RATE (FTE)
	3. CLASS (UFO or non-UFO) RATE (FTE)
11. **Disclosure of Outside Activities:** An employee may not engage in private practice, private consulting or additional teaching or research (compensated or uncompensated), which interferes with the full performance of the employee’s professional responsibilities or other institutional obligations, nor shall s/he engage in any outside activity which may create a conflict of interest, or which may otherwise interfere with the full performance of the employee’s professional or institutional responsibilities. Any employee who seeks to engage in any outside activity or who has a potential conflict of interest shall notify his/her supervisor in writing (using the proper University of Florida forms) prior to engaging in these activities. Such notification should be done annually for as long as the employee continues to engage in such activity or has such conflict of interest.

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EMPLOYEE NAME, TITLE Date

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CHAIR NAME, TITLE Date

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Hubert Brown, Dean Date