TBR Form F-1

TENNESSEE BOARD OF REGENTS OF THE STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE

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(Institution)

NOTICE OF TENURE-TRACK APPOINTMENT AND AGREEMENT OF EMPLOYMENT FOR FACULTY

TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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This is to confirm your appointment to a position approved by the Tennessee Board of Regents as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (department/division or area of assignment) for the \_\_\_\_\_\_\_(date) academic/fiscal year at an annual/monthly salary of $\_\_\_\_\_\_\_\_\_\_\_\_\_ effective \_\_\_\_\_\_\_\_\_\_\_, 20\_\_, subject to the terms and conditions hereinafter set forth and you acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents, and the requirements and policies of this institution. Any renewal of this appointment through a Notice of Renewal of Tenure-Track Appointment for Faculty or a Notice of Renewal of Tenure-Track Appointment and Amendment of Agreement of Employment for Faculty will be subject to all laws, requirements and policies in effect at the time of renewal. To be valid and binding, such renewal must be fully executed by all parties.
2. The above-stated salary is contingent upon your completion of service for the full term of this appointment. The salary for an academic year appointment will accrue at the rate of one-third for each academic quarter/one-half for each academic semester, and will be payable at the rate of one-twelfth of the amount for each month from August/September through July/August. The salary for a fiscal year appointment will accrue and be payable at the rate of one-twelfth for each completed month of service. In the case of appointments for less than an academic or fiscal year, or in the event of failure to complete the specified term of the appointment, the salary will be prorated in accordance with the policies of the institution.
3. This appointment and the above stated salary are in consideration of your performance of the duties and responsibilities assigned to you as a full-time faculty member of this institution, and such additional duties as may be assigned to you from time to time, subject to the policies of the department or other area of assignment, and subject to the supervision and direction of appropriate representatives of this institution.
4. A specific condition of this contract is your agreement to participate in an annual evaluation of your assigned duties and responsibilities.
5. Academic year appointments include no obligation for or guarantee of summer session employment.
6. This appointment is a tenure-track appointment, which is for faculty employed in a probationary period of employment. A tenure-track appointment does not include any right to permanent or continuous employment or any interest in or expectancy of renewal of the appointment. This appointment is on an annual basis only, subject to renewal by this institution, and annual approval by the Tennessee Board of Regents, for a maximum probationary period of seven years. The minimum requirements and conditions for the award of tenure by the Tennessee Board of Regents upon completion of the probationary period are set forth in TBR Policy 5:02:03:10 on academic freedom, responsibility and tenure, which policy is incorporated by reference as if fully set forth herein. Requirements and conditions for the recommendation of tenure by this institution are set forth in the policies of the institution and are incorporated by reference as if fully set forth herein. Tenure may only be awarded by positive action of the Tennessee Board of Regents.
7. You are required to notify the Office of Human Resources/Vice President for Academic Affairs should you become employed at another state agency/institution.
8. By acceptance of this appointment, I agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. I also agree to notify the Office of Personnel of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction.
9. Employment with [Institution] is contingent upon completion of the Form I-9 as required by law to certify work eligibility. The Form I-9 is required to be completed and signed on or before the first day of employment. The first day of employment is the first day of the semester. Failure to do so may result in termination of employment.
10. The method of payment at [Institution] is through direct deposit to a checking or savings account at a bank or credit union. I agree to provide the necessary account number(s) for deposit of my salary/wages.
11. Employment offers and continued employment are contingent upon receiving a satisfactory background report.
12. I agree to abide by all applicable laws, policies, procedures and guidelines, including but not limited to, the Family Education Rights and Privacy Act (FERPA) and complete any and all applicable training as determined by TBR or the institution.
13. I agree to abide by the policies of the Tennessee Board of Regents and of this Institution regarding Intellectual Property, and hereby acknowledge my responsibilities under those policies to disclose and possibly assign (as required under policy) Intellectual Property developed by me, either solely or jointly with others, during the term of my employment, and to otherwise assist the Institution as required by policy in protecting rights it may have in that Intellectual Property.
14. It is a Class A misdemeanor to misrepresent academic credentials.

[15.OPTIONAL]: The following special conditions shall govern this appointment] [Insert Here]

You must signify your acceptance of this appointment under the terms and conditions set forth by signing this notice and returning the original to the office of Human Resources within fifteen days after the date of this notice.

I accept the appointment described above under the terms and conditions set forth.

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Date Appointee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date President or Designee

Date of Contract: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[INSTITUTION] does not discriminate on the basis of race, color, religion, ethnic or national origin, sex, disability, age, status as a covered veteran, or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: NAME, TITLE, ADDRESS, CONTACT INFO (phone and email) or via this webpage: http://www. / . (If applicable).