TBR Form F-6

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

(Institution)

NOTICE OF TEMPORARY EMPLOYMENT AND AGREEMENT OF EMPLOYMENT FOR FACULTY

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

This is to confirm your temporary appointment to a position approved by the Tennessee Board of Regents as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (department/division or area of assignment) for a period beginning \_\_\_\_\_\_\_\_\_\_, 20\_\_, and ending no later than \_\_\_\_\_\_\_\_\_\_, 20\_\_, at an annual/monthly salary of $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, subject to the terms and conditions hereinafter set forth and your 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.
2. The above stated salary is contingent upon your completion of service for the full term specified above. 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 the amount for each month from August/September through July/August. The salary for other specified term appointments 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, salaries 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. Academic year appointments include no obligation for or guarantee of other employment.
5. Positions which are funded in whole or in part by funds other than tax-appropriated funds are subject to termination by this institution/college of applied technology at any time in the event of reduction or termination by the source of the non-tax-appropriated funds which support this position.
6. This appointment is a temporary appointment, pursuant to which you are not eligible for academic tenure. This appointment does not include any right to, expectancy of or interest in permanent or continuous employment, extension of the period of employment, or renewal of the appointment. Any extension of the period of appointment or renewal of the appointment for a subsequent period must be made pursuant to a written agreement signed by the parties to this agreement.
7. You are required to notify the Office of Human Resources/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. This agreement may be terminated upon thirty (30) days’ notice.
10. 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.
11. 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.
12. Employment offers and continued employment are contingent upon receiving a satisfactory background report.
13. 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 appropriate training as determined by the TBR or the Institution.
14. 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/College of Applied Technology as required by policy in protecting rights it may have in that Intellectual Property.
15. It is a Class A misdemeanor to misrepresent academic credentials.
16. [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 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.

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

Date Appointee

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

Date President/Director

[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).