TBR Form S-1

TENNESSEE BOARD OF REGENTS OF THE COLLEGE SYSTEM OF TENNESSEE

Institution

APPOINTMENT LETTER

Employee Name

Address

City, TN zip

Dear Employee,

This is to confirm your appointment to a position as \_[POSITION TITLE]\_\_\_\_\_\_\_\_, beginning (START DATE), at a salary of $\_\_\_\_\_\_ per year/month payable in accordance with institutional and TBR policies. This appointment is as an at will employee as defined by TBR General Personnel Policy 5:01:00:00 and is made subject to the laws of the State of Tennessee, the policies and requirements of the Tennessee Board of Regents, the policies and requirements of \_\_[INSTITUTION]\_\_\_, and your acceptance of this letter.

This appointment and the above-stated salary are in consideration of your performance of the duties and responsibilities assigned to you. You must notify Human Resources should you become employed at another state agency/institution.

This appointment does not include any assurance, obligation, or guarantee of continued employment.

You are required to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. You must notify Human Resources of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction.

Employment 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 for new hires. Failure to do so may result in termination of employment.

As a further condition of employment, you must comply with the policies of the TBR including, but not limited to, the Outside Employment and Extra Compensation for Additional Assignments as well as the policy regarding Intellectual Property. As a condition of employment, you hereby acknowledge your responsibilities under those policies to disclose and have approved by your supervisor any employment outside the institution both at the start of your appointment, or at any time throughout your employment with TBR. Further, you agree to possibly assign (as required under policy) Intellectual Property developed by you, either solely or jointly with others, during the term of your employment, and to otherwise assist the Institution as required by policy in protecting rights it may have in that Intellectual Property.

**Special employment notes/duties, etc**.\_\_\_\_\_\_\_\_\_\_

[For appointments requiring a probationary period, insert:] An initial probationary period of six (6) months of observable performance is required of all newly appointed employees. The institution reserves the right to impose a probationary period any time during the term of your employment.

[For appointments requiring academic credentials, i.e. a degree, insert:] It is a Class A misdemeanor to misrepresent academic credentials. A person commits the offense of misrepresentation of academic credentials who, knowing that the statement is false and with the intent to secure employment at or admission to an institution of higher education in Tennessee, represents, orally or in writing, that the person:

(1) Has successfully completed the required course work for and has been awarded one (1) or more degrees or diplomas from an accredited institution of higher education;

(2) Has successfully completed the required course work for and has been awarded one (1) or more degrees or diplomas from a particular institution of higher education; or

(3) Has successfully completed the required course work for and has been awarded one (1) or more degrees or diplomas in a particular field or specialty from an accredited institution of higher education.]

You must signify your acceptance of this appointment under the terms and conditions set forth by signing this notice and returning it 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.

New Employee Date

Chancellor/President Date

TBR 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/CONTACT INFO