

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

Institution

NOTICE OF APPOINTMENT AND AGREEMENT OF EMPLOYMENT

TO: _____

This is to confirm your appointment to a position approved by the Tennessee Board of Regents as _____ at a salary of \$ _____ per month/year subject to the terms and conditions hereinafter set forth and your acceptance thereof:

1. In consideration of the above stated salary, you agree to perform such duties at such times and places and in such manner as this institution through its representatives may from time to time direct. You further agree to faithfully perform the duties assigned to you to the best of your ability, and to devote your full time to this institution, subject to the general supervision and pursuant to the orders, advice, and direction of appropriate representatives of this institution.
2. The above stated salary is payable at the above rate in accordance with institutional policies. (Optional: Insert one of the following sentences if this information is not relayed during employee orientation or through other employee information documents given at the time of initial hiring: (1) "As a condition of employment, I agree to accept compensatory time in lieu of overtime pay (reference TBR and institutional policies and guidelines);" or (2) "As a condition of employment, I agree to accept overtime pay for hours worked over 40 (reference TBR and institutional policies and guidelines)."
3. This appointment is made subject to the laws of the State of Tennessee, the policies and requirements of the Tennessee Board of Regents, and the policies and requirements of the institution.
4. A probationary period of six (6) months of observable performance is required of all newly appointed employees. During this period, this agreement may be terminated without prior notice. Following the six-month probationary period, this agreement may be terminated upon fourteen days' notice for clerical/support and thirty days' notice for all other personnel. The institution reserves the right to impose a probationary period any time during the term of your employment, during which time advance notice of termination would not be applicable.
5. 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.
6. The following special conditions shall govern this appointment:
7. 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.

It is a Class A misdemeanor to misrepresent academic credentials.

You must signify your acceptance of this appointment under the terms and conditions set forth by signing each copy of this notice and returning them to the office of the president/director within fifteen days after the date of this notice.

Date President/Director

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

Date Appointee