**Academic Professional Offer Letters – customization of the standard offer letter template**

Follow the standard template letter, but use the following paragraphs as instructed below.

1. *[For the second paragraph, use the following paragraph instead of the one in the standard letter:]*

The University of Georgia is a land-grant and sea-grant university with state-wide commitments and responsibilities for instruction, research and outreach. Your primary duties are expected to be in the area of \_\_\_\_\_\_\_\_, and your specific duties are described in the attached Statement of Responsibilities and Expectations, which is tailored to your position. Your allocation of effort at appointment will be X% teaching, X% research/scholarship, X% service, and X% administration *[include following, or more specific instructional details, if there is a teaching assignment:]*, and you will be expected to teach \_\_\_ credit hours/year. This allocation of effort may be revised during the term of your employment.

1. *[For letters to* ***Academic Professional Associates****, include the following paragraph instead of the template letter paragraph on promotion policies*

Your promotion will be governed by the University of Georgia’s Guidelines for Appointment and Promotion of Academic Professionals found at <https://provost.uga.edu/policies/appointment-promotion-and-tenure/guidelines-for-academic-professionals/>; these policies and criteria may be updated periodically. Promotion requires at least five years in service at your current rank. It also requires evidence of a high level of achievement and impact, recognition of professional excellence by peers outside your hiring unit, and evidence of emerging stature as a regional or national authority within the scope of your assigned duties. Please read the Guidelines and schedule a meeting with your supervisor upon your arrival to discuss these policies and expectations for promotion.

1. *[For letters to* ***Academic Professionals****, include the following paragraph instead of the template letter paragraph on promotion policies; for* ***Senior Academic Professionals,*** *do not include a promotion paragraph:]:*

Your promotion will be governed by the University of Georgia’s Guidelines for Appointment and Promotion of Academic Professionals found at <https://provost.uga.edu/policies/appointment-promotion-and-tenure/guidelines-for-academic-professionals/>; these policies and criteria may be updated periodically. Promotion requires at least five years in service at your current rank. It also requires evidence of a high level of achievement and impact, recognition of professional excellence by peers external to the university, and evidence of established stature as a national or international authority within the scope of your assigned duties. Please read the Guidelines and schedule a meeting with your supervisor upon your arrival to discuss these policies and expectations for promotion.

1. *[Under ADDITIONAL TERMS OF OFFER:]*   
   Describe the hiring unit’s “Unit Definition of Privileges” for academic professionals, or include language in the letter indicating that the “Unit Definition of Privileges for Academic Professionals” is attached to the letter.
   1. Expected principles for the Unit Definition of Privileges are described in item 4.2 (p. 3) in the UGA *Guidelines for the Appointment and Promotion of Academic Professionals.* Also note that per the [*Guidelines for Appointment Promotion and Tenure of Academic Rank Faculty*](http://provost.uga.edu/documents/UGA_Guidelines_for_APT_4_2017_online.pdf)*,* academic professionals may not participate in the appointment, promotion and/or tenure votes of tenure-track faculty.
      1. Sample language for the unit definition of privileges: “Academic Professionals in the Department/School of \_\_\_\_\_\_ have the same voting rights and benefits as other members of the faculty, including school/college and university-level committee service as allowed by University Council, and support for internal and external research funding as allowed by the policies and guidelines of the Office of Research, with the exception of appointment, promotion and/or tenure-related recommendations for tenure-track faculty.”