**Research Scientist 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 research, and your specific duties are described in the attached Statement of Roles and Responsibilities, 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 Assistant Research Scientists or Associate Research Scientists, include the following paragraph instead of the template letter paragraph on promotion policies:]*   
     
   Your annual evaluations and promotion will be governed by the University of Georgia’s Guidelines for Appointment and Promotion of Research Scientists (<https://research.uga.edu/docs/policies/research/Research-Scientist-Appointment-Promotion.pdf)>, which may be updated periodically. For promotion to Associate Research Scientist, candidates must have demonstrated consistency and direction in their research, or research-related service, and must have achieved substantial accomplishment in their field of specialization. For promotion to Senior Research Scientist, candidates should clearly be independent scholars with strong national and international recognition in their field. Your statement of Roles and Responsibilities sets specific expectations for annual performance and promotion. Please read the UGA Guidelines and schedule a meeting with your supervisor upon your arrival to discuss these policies and expectations.
2. *If position is supported by external funding, be sure to include this paragraph from the standard template letter:*  
     
   POSITION FUNDING*(add if position continuation is contingent on external funding)***:**  X% of funding for this position is paid from XXX *(list external funding source/sources)*. Continuation of employment is expressly subject to continued support from these external funding sources.
3. *[Under ADDITIONAL TERMS OF OFFER:]*   
   Describe the hiring unit’s “Unit Definition of Privileges” for research scientists, or include language in the letter indicating that the “Unit Definition of Privileges for Research Scientists” is attached to the letter.
   1. Expected principles for the Unit Definition of Privileges are described in item 3.3 (p. 3) in the UGA [*Guidelines for the Appointment and Promotion of Research Scientists*](https://research.uga.edu/docs/policies/research/Research-Scientist-Appointment-Promotion.pdf)*.* 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)*,* research scientists may not participate in the appointment, promotion and/or tenure votes of tenure-track faculty.
      1. Sample language for the unit definition of privileges: “Research scientists 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.”