If the offer includes an administrative title AND is made to a faculty member who holds tenure or is being offered tenure on appointment, the following paragraph should be inserted under “ADDITIONAL TERMS OF OFFER” near the end of the offer letter.

Your role as *[admin job title]* will be an “at will” position. You may vacate this position and assume a full-time faculty position in the *[department/school name]* for any reason. In the event that you leave the *[admin job title]* position, you will retain your full annual base salary plus any increases you may have received since FYXX, and your *[list compensation details specific to the admin position, e.g., a supplement and/or summer support]* from the dean’s office will be removed. In addition, you will be expected to work with the *[department head/dean]* to develop responsibilities that are aligned with the department’s needs and expectations for a *[candidate’s faculty rank].*

## Note that in some cases, an administrator who leaves their position will be expected to transfer from a 12 month administrative contract to a 9 month faculty contract. In such cases, the third sentence above should be modified to comply with [Academic Affairs Policy 1.07-3.2, Salary Determination for an Administrator Transferring to a Non-Administrative Faculty Position](https://provost.uga.edu/policies/academic-affairs-policy-manual/1-07-compensation-and-workload/#p-1-07-3-2).