

**TERMS OF FACULTY OFFER**

**REAPPOINTMENT**

**Date of Offer:** Enter Date of Offer

**Response Due Date:** Enter Response Due Date

**Name:** Enter Name of Candidate

**Virginia Tech ID Number:** Enter Candidate's ID Number

**Department:** Enter Dept Name & 6 Digit Number

**Annual Salary:** Enter Annual Salary

**Effective Date:** Enter Effective Date of Appointment

**Restricted End Date:** Enter End Date of Appointment

**Position Number:** Enter 6 Digit Position Number

**Rank:** Enter Rank

**Tenure Status:** Non-Tenure Track

**Appointment Type:** Restricted

**Agency 229 Assignment, if relevant:** Enter % Extension

Enter % Ag Experiment Station

**Appointment Period:** Academic Year

**Location of Work**: Enter Location of Work - e.g. Blacksburg, VA

# REAPPOINTMENT:

This is a full-time, academic year, restricted appointment. Continuation of this appointment, even during the initial year, is subject to the availability of funds, the need for services, and satisfactory performance.

Academic year faculty are expected to be available up to two weeks before the start of classes through two weeks following commencement. The department head will notify you of specific obligations during the pre- and post-class period.

# FINAL APPOINTMENT APPROVAL AND FACULTY HANDBOOK:

The terms and conditions of faculty employment are found in the Faculty Handbook, which is subject to change at any time by the Board of Visitors. The handbook is available at [www.provost.vt.edu](http://www.provost.vt.edu/) . All appointments are subject to final approval by the Board of Visitors.

All employees are expected to ensure that business activities are conducted properly and in compliance with various federal and state laws. A list of all policies in effect is located on the university’s website at [www.policies.vt.edu.](http://www.policies.vt.edu/)

# OTHER TERMS OF THIS APPOINTMENT:

|  |  |  |
| --- | --- | --- |
| Offer made by: |  (Dept. Head Signature) |  (Date) |
|  | (Dean or VP Signature) | (Date) |

Verify the personal information listed at the beginning of this form. Notification of acceptance of these terms of offer must be received by the Response Due Date stated on the first page of this terms of offer.

I accept the position as described above.

(Candidate’s Signature) (Date)

**T&R Non Tenure Track – Full Time – Academic Year – Restricted Reappointment (template last revised 4/7/2020) 1**