



University Staff (non-bargaining unit faculty and employees)

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
EMPLOYMENT OFFERS	July 2005	1710.120

POLICY STATEMENT (R*)

All offers of employment will be centrally administered by the Division of Human Resources. The signed, original Offer of Employment becomes a permanent part of the employee’s personnel file.

Applies to Faculty Employees:

A faculty employee’s professional obligations in teaching, research/ scholarship/creative activity, and service, are comprised of both scheduled and non-scheduled activities. Upon initial appointment, a faculty member shall be issued a letter of offer detailing specific terms and conditions of employment and his/her assignment of responsibilities. The professional obligation undertaken shall ordinarily be broader than the twelve (12) contact hours of instruction or equivalent research and service required by the Legislature. However, no appointment shall create any right, interest, or expectancy in any other appointment beyond its specific terms, except as noted in the provisions governing tenure, and layoff.

Each faculty member shall be given assignments that provide equitable opportunities, in relation to other faculty members in the same department/unit, to meet the required criteria for promotion, tenure, and merit salary increases.

REASON FOR POLICY (O*)

To provide new employees with information regarding the terms and conditions of employment at the University and to ensure consistent personnel records indicating their acceptance.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Division of Human Resources
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Recruitment Services
Florida International University
11200 S.W. Eighth Street - PC 234
Miami, Florida 33199
Telephone: (305) 348-2181

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*R = Required *O = Optional