

Appointment Letter Clauses

The following clauses should be used in an appointment letter specific to the circumstances indicated below. The headings and instructions are only to provide additional context and should not be included with the specific clause. For questions, please contact Employment Operations & Records at ufhr-employment@ufl.edu.

Faculty Appointments

Tenure Upon Hire

Instructions: Tenure upon hire must be requested to the UF President and Provost for approval prior to offer; once approved, the clause may be used with the understanding that tenure is still provisional until approved by the Board of Trustees.

Clause: The President, the Provost, I, and the faculty of the **<College/Department>** strongly support and recommend you for tenure upon appointment. Upon your acceptance of this offer of employment, your tenure upon appointment nomination will be sent to the Board of Trustees for its consideration and a decision in an upcoming Board of Trustees meeting.

General Appointments

Official Transcripts/Degree Equivalency

Instructions: Clause should be used for instances requiring the need to confirm highest level of education. If employee met all requirements of degree and are waiting conferral, an official letter from that institution's registrar's office or graduate advisor should be provided confirming all requirements have been met and they are awaiting conferral. It is best practice to include a specific deadline to follow up with official transcripts and/or degree equivalency.

Clause: In addition to education verification, an official transcript of your highest degree must be submitted by **MM/DD/YYYY**. The official transcript may be delivered in a sealed envelope to **XXXXXX** or emailed directly from the institution to **xxxxx@ufl.edu**. Degrees acquired from a non-U.S. institution must be evaluated by an education credentialing agency approved by [National Association of Credentialing Evaluation Services \(NACES\)](#).

Administrative Supplement

Instructions: Administrative supplements may be provided to compensate for additional duties and responsibilities that commonly align with appointments that include but are not limited to the following titles: president, senior vice president, provost, director, dean, chair, program director, etc. These supplements are to be included in an employee's base pay as illustrated in the clause below.

Clause: The duties associated with the **<position title>** carry an administrative supplement of **<amount>** that is included in your base pay. In this role, you will **<duties related to position>**. In the event that you no longer serve as **<position title>**, the associated administrative supplement will cease.

Recruitment Bonus*

Instructions: Clause should only be used for new employees in order to attract top talent for eligible appointment types such as faculty and staff. A recruitment bonus may be provided in accordance with University regulation and policy, and at the discretion of the unit's dean or vice president, per college or unit policy and procedure.

Clause: The Department of <department name> will provide a one-time recruitment bonus of <amount>. Recruitment bonuses are subject to Social Security (or FICA Alternative), Medicare and Federal withholding taxes. Should you resign prior to the completion of nine/ten/twelve months of continuous service from your start date, you will be required to repay the recruitment bonus on a pro-rata basis.

Retention Bonus*

Instructions: Clause should only be used to retain top talent for eligible appointment types such as faculty and staff. A retention bonus may be provided in accordance with University regulation and policy, and at the discretion of the unit's dean or vice president, per college or unit policy and procedure.

Clause: The Department of <department name> will provide a one-time retention bonus of <amount>. Retention bonuses are subject to Social Security (or FICA Alternative), Medicare and Federal withholding taxes. Should you resign prior to the completion of nine/ten/twelve months of continuous service from your start date, you will be required to repay the retention bonus on a pro-rata basis.

Relocation Allowance*

Instructions: Clause should only be used to offset relocation costs for eligible appointment types such as faculty and staff. Allowances for relocation may be provided in accordance with University regulation and policy, and at the discretion of the unit's dean or vice president, per college or unit policy and procedure.

Clause: The Department of <department name> will provide a one-time relocation allowance of <amount> associated with the relocation of your household goods to <city, state>. Relocation allowances are subject to Social Security (or FICA Alternative), Medicare and Federal withholding taxes. Should you resign prior to the completion of nine/ten/twelve months of continuous service from your start date, you will be required to repay the relocation allowance on a pro-rata basis.

Moving Allowance*

Instructions: Clause should be used for moving arrangements that involve [UF Procurement](#). Allowances for moving expenses may be provided in accordance with University regulation and policy, and at the discretion of the unit's dean or vice president, per college or unit policy and procedure.

For more information on frequently asked questions related to household moving, please visit [UF Procurement's Moving FAQs](#). For additional information related to the taxation of moving expenses, please visit [UF Administrative Memo – Employer Paid Moving Expenses](#).

Clause: The Department of <department name> will defray all reasonable moving expenses up to <cost of move> associated with the moving of your household goods to <city, state>. Moving allowances are subject to Social Security (or FICA Alternative), Medicare and Federal withholding taxes. Should you resign prior to the completion of nine/ten/twelve months of continuous service from your start date, you will be required to repay the moving allowance on a pro-rata basis.

*Note: HR Liaisons are responsible for tracking repayment obligations and coordinating communications with resigning employees. The calculated repayment must be clearly communicated to the employee. Vice Presidents and Deans are

responsible for ensuring repayment language is included in offer letters or bonus agreements and for explaining repayment terms to the employee at the time of offer or award.

TEAMS Appointments

Provisional Hire

Instructions: Please contact the Talent Acquisition and Onboarding (TAO) team to discuss if a provisional hire is permissible. TAO can be reached at talent@hr.ufl.edu.

Clause: This offer is contingent upon completion of all required new hire forms, health assessments, confirmation of receipt of your <name of degree, license, or certification>, and applicable screenings. Confirmation of your <name of degree, license, or certification> must be received by MM/DD/YYYY. Failure to provide proof of a <name of degree, license, or certification> by MM/DD/YYYY will result in termination of your TEAMS appointment.

Temporary TEAMS

Instructions: Temporary TEAMS positions are appointments that do not exceed one year. In addition to the clause below, the appointment should state that it is a temporary appointment prior to the classification title; for example, "...you are being offered a temporary appointment to the position of <classification title>." An exact end date should also be included after the effective date of hire; for example, "...effective MM/DD/YYYY through MM/DD/YYYY."

Clause: This appointment could end prior to or be extended beyond the expected end date of MM/DD/YYYY. Upon completion of this temporary appointment, your employment with the University of Florida will end. You may, however, choose to seek other job opportunities with the University of Florida.