

FLORIDA STATE UNIVERSITY  
12 MONTH EMPLOYMENT CONTRACT  
IN-UNIT

THIS CONTRACT BETWEEN FLORIDA STATE UNIVERSITY AND THE EMPLOYEE IS SUBJECT TO THE CONSTITUTION AND LAWS OF THE STATE OF FLORIDA, THE RULES AND REGULATIONS OF THE FLORIDA BOARD OF GOVERNORS, THE FLORIDA STATE UNIVERSITY BOARD OF TRUSTEES, AND THE UNIVERSITY. NEITHER THIS CONTRACT NOR ANY ACTION OR COMMITMENT TAKEN PURSUANT TO IT IS FINAL OR BINDING UPON THE PARTIES UNTIL, AND UNLESS, THE SIGNATURE OF THE UNIVERSITY PRESIDENT OR REPRESENTATIVE AS APPROVING AUTHORITY, AND THE SIGNATURE OF THE EMPLOYEE HAVE BEEN AFFIXED.

1. EMPLOYEE NAME: 2. EMPL ID:  
 3. DEPARTMENT NAME:  
 4. COLLEGE/SCHOOL/DIVISION, ETC.:  
 5. PRINCIPAL PLACE OF EMPLOYMENT:

BEGIN DATE	END DATE	PAY PER	FTE	ANNUAL RATE	ACT BIWKLY	PERIOD AMT
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\*\*SUBJECT TO ELIGIBILITY REQUIREMENTS AND STANDARD NON-REAPPOINTMENT PROVISIONS.

MINIMUM SALARY, IF ANY, FOR RANK/JOB CLASS. EFFECTIVE \_\_\_\_\_ :

6. TENURED ( ) TENURE EARNING ( ) NON-TENURE EARNING ( )

YEARS PRIOR SERVICE IN ANOTHER INSTITUTION CREDITED TOWARD TENURE:

\*PERMANENT STATUS ( ) \*EARNING PERMANENT STATUS ( ) YES ( ) NO

(\*APPLICABLE TO FLORIDA STATE UNIVERSITY SCHOOL EMPLOYEES ONLY)

7. CLASS/ADMIN TITLE:

JOB CODE: \_\_\_\_\_ EMPL CLASS: \_\_\_\_\_ ADMIN CODE: \_\_\_\_\_

8. SPECIAL CONDITIONS OF EMPLOYMENT:

YOU HAVE AN OBLIGATION TO REPORT OUTSIDE EMPLOYMENT ACTIVITY/CONFLICT OF INTEREST IN CONFORMITY WITH UNIVERSITY POLICY, "FACULTY HANDBOOK," SECTIONS 7.47 AND 7.48.

THE FOLLOWING STATEMENT IS ONLY APPLICABLE TO (1) EMPLOYEES HOLDING VISITING APPOINTMENTS; OR (2) THOSE APPOINTED FOR LESS THAN ONE ACADEMIC YEAR; (3) THOSE WITH LESS THAN FIVE YEARS CONTINUOUS SERVICE WHO ARE ON "SOFT MONEY"; OR (4) THOSE EMPLOYED IN AN AUXILIARY ENTITY: YOUR EMPLOYMENT HEREUNDER WILL CEASE ON THE DATE INDICATED. NO FURTHER NOTICE OF CESSATION OF EMPLOYMENT IS REQUIRED.

THE SIGNED CONTRACT MUST BE RETURNED TO THE PRESIDENT OR REPRESENTATIVE WITHIN 10 DAYS OF THE DATE OF OFFER, OR IT WILL BE ASSUMED THAT THE OFFER OF EMPLOYMENT HAS NOT BEEN ACCEPTED. (THE ORIGINAL AND ONE COPY ARE TO BE RETURNED TO YOUR DEAN'S OR DIRECTOR'S OFFICE, WHO WILL FORWARD THE ORIGINAL TO THE OFFICE OF THE DEAN OF THE FACULTIES. THE EMPLOYEE WILL RETAIN ONE COPY.)

\_\_\_\_\_  
VICE PRESIDENT OR REPRESENTATIVE

\_\_\_\_\_  
DATE OF RECOMMENDATION

\_\_\_\_\_  
PRESIDENT OR REPRESENTATIVE

\_\_\_\_\_  
DATE OF OFFER

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE OF ACCEPTANCE

NO PERSON SHALL, ON THE BASIS OF RACE, COLOR, SEX, RELIGIOUS CREED, NATIONAL ORIGIN, AGE, VETERAN STATUS, DISABILITY, MARITAL STATUS, OR MEMBERSHIP OR NON-MEMBERSHIP IN A UNION, BE DENIED THE BENEFITS OF, OR BE SUBJECTED TO DISCRIMINATION UNDER, ANY PROGRAM OR ACTIVITY AT THE FLORIDA STATE UNIVERSITY. THE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER.