February 24, 2020

Dr. XXXXXXX

Department Name

University of Georgia

Dear Dr. XXXX:

On behalf of the College of Family and Consumer Sciences (FACS) at the University of Georgia, we are pleased to offer you the position of Undergraduate Coordinator with the Department of XXXXX effective July 1, 2020. A three year term is considered standard. The decision to extend the appointment beyond three years rests with the department head in consultation with the dean. Your department head will annually provide you written feedback of your performance in this role.

For the administrative duties you will perform as Undergraduate Coordinator, you will receive an administrative salary supplement in the form of a stipend of $10,000 to be paid evenly distributed over 10 payments (academic year appointment) or 12 payments (fiscal year appointment) for your service as Undergraduate Coordinator. The stipend will end should you no longer serve as the Undergraduate Coordinator. Your direct supervisor will remain the XXXX Department Head, Dr. XXXX.

In addition to the salary supplement described above, Ms./Mr. <employee name(s)> in the department is designated to support you in performance of the Undergraduate Coordinator duties as assigned by your department head. While serving as an Undergraduate Coordinator, it is expected that you will work with the Associate Dean for Academic Programs.

Please indicate your acceptance of this offer by signing this letter and returning it to your department head no later than April 1, 2020.

It is our hope that you will accept this offer. We look forward to working with you in this role.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Name Linda Kirk Fox, Ph.D.

Department Head Dean

*Department name*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

Enclosure: Undergraduate Coordinator Job Duties

Cc: FACS Financial Director

FACS Human Resources Coordinator

Department Business Manager

H:\Resources\Undergraduate Coordinator Letter Template FINAL 2.24.2020.docx