Sample Asterisk Clauses

Faculty contract templates are provided by the Office of Faculty Recruitment and Retention/Office of the Provost. The language in faculty contracts should not deviate from that which is provided in the standard contract templates. Any language deviation, including the clauses provide below, must be approved by the Office of Faculty Recruitment and Retention or the VP for Health Sciences, before the contract is issued.

Sign On Bonus (add as paragraph to contract before Terms & Conditions paragraph):

We are pleased to offer you a sign-on bonus of $_____. The sign-on bonus is taxable and all taxes will be withheld at the supplemental rate (35.4%). A form regarding the provisions of this bonus is attached for your review and signature, and must be returned with your signed offer letter.

PhD requirement:

*This offer is contingent upon written confirmation from a degree-certifying official of your university, such as the graduate dean or registrar, that you have completed all requirements for the PhD degree by _____ (e.g. August 10, __ or June 30__).

*Proof of the Ph.D. degree awarded in _____ is required in writing from a degree-certifying official of your university such as the graduate dean or registrar, and must be received by the _________ on or before __________. Should you not receive your Ph.D. degree by ________, you will receive the rank of Instructor and your salary will be reduced by $________ to $______________.

*Proof of Ph.D. degree awarded by __________ is required in writing from a degree-certifying official of your university such as the graduate dean or registrar, and must be received by the Dean of ____________________.

*This offer is contingent upon your providing proof in writing by _____________ to the Dean of the _____________ from a degree-certifying official of your university, such as the graduate dean or registrar, that you have completed all requirements for the Ph.D. degree. If such proof is not received by ______________ your salary will be ______________ until such proof is received.

*The rank of ___________ is contingent upon your providing proof in writing by (e.g. August 10, __ or June 30__) to the ___________ from a degree-certifying official of your university, such as the graduate dean or registrar, that you have completed all requirements for your doctoral degree. If such proof is not received by (e.g. August 10, __ or June 30__), you will be given the rank of ______ until such proof is received.

*Upon receipt by the <School/unit> of an official academic transcript verifying completion of your doctoral degree, your rank may be changed to ________.

For faculty who are to be reviewed for tenure upon hire or expedited:

*Tenured (rank) in the (Department), (School) pending recommendation by the appropriate review groups and VCU’s Board of Visitors.
Administrative and Salary Supplements (Including Interim Appts):

*This salary includes an administrative/salary supplement of $________ for additional duties as (title). In the event funding is withdrawn for these additional duties or the duties are removed, your salary will be reduced accordingly (or should these additional duties end, your salary will be reduced accordingly).

This salary includes a temporary administrative supplement of $______ for additional duties as the Interim ______. When a ______ is appointed, this supplement will be removed.

*This salary includes an administrative supplement of $________ for additional duties as Interim (Title) for the period beginning (date) through (date). When these additional duties end, your salary will be reduced accordingly.

*This salary is for a 12-month appointment and includes an annual administrative supplement of $______ for additional duties as ________. When the administrative duties end, the administrative supplement will end, and your appointment will be converted from a 12-month appointment to a 9-month appointment where your salary will be $______, based on the standard conversion rate of 82%.

*This salary includes a conversion of the your 9-month salary of $_____ to a 12-month salary of $______ (based on conversion rate of 122%). This salary also includes a temporary administrative supplement of $______ for additional duties as the Interim ______. When the appointment as Interim _____ ends, the administrative supplement will end, and your appointment will be converted from a 12-month to a 9-month appointment where your salary will be $______, based on the standard conversion rate of 82%.

*This salary includes an administrative supplement of $<SUPPLEMENT> for additional duties as ________. Effective <DATE>, your salary will revert to the pre-supplement amount plus any merit increase received through <DATE>.

Salary conversions:

*This salary is a conversion of your 9/10-month appointment to a 12-month appointment. In the event funding is reduced or withdrawn to support a 12-month appointment, your salary will be reduced accordingly.

*This salary includes conversion of your 9/10-month salary to a 12-month salary and an additional annual administrative supplement of $<SALARY>. This salary will be effective during the period you serve as ________. Your salary will revert to a 9/10-month salary plus any merit increase at the time a new _______ is appointed.

This salary includes a temporary administrative supplement of $_____ for additional duties as the ________. When a _________ is appointed, this supplement will be removed.