

398 candidates for vacancies and new positions.

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400 8.2 Advertisement of Vacancies.

401 Bargaining unit vacancies shall be advertised in the position vacancy announcement system. Employees  
402 of lower or equivalent ranks, employees who are spouses of employees, and employees who are local  
403 residents shall not, in the hiring process, be disadvantaged for that reason, except as provided in Florida  
404 Statutes Chapter 112. Prior to making the decision to hire a candidate to fill a bargaining unit vacancy, the  
405 appropriate administrator(s) shall consider recommendations which have resulted from the review of  
406 candidates by employees in the department, and following the departmental and College guidelines for  
407 hiring.

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409 8.3 Appointments.

410 All appointments shall be made via standard University offer letters. The University may attach  
411 informational addenda, except that such addenda may not abridge the employee's rights or benefits  
412 provided in this Agreement. All academic year appointments shall begin on the same date, except when  
413 otherwise modified and mutually agreed to by the University and the employee. A new offer letter will be  
414 generated should the essence of the appointment change (i.e., salary outside of established salary increase  
415 processes, promotions, tenure, etc.). Offer letters shall contain the following elements:

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418 A. (1) Effective Date;

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420 (2) Title, class code, rank, and appointment status;

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422 (3) Employment unit (e.g., department, college, institute, area, center, etc.);

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424 (4) An end date, if the appointment is for a limited duration. Otherwise, a statement  
425 indicating, "This employment offer will remain in force unless otherwise specified

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427 (5) Special conditions of employment;

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429 (6) A statement that the position is (1) tenured, (2) non-tenure earning, or (3) tenure-  
430 earning (specifying prior service in another institution to be credited toward  
431 tenure);

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433 (7) A statement that the employee's signature on the standard employment contract shall  
434 not be deemed a waiver of the right to process a grievance with respect thereto in  
435 compliance with Article 20 Grievance Procedure and Arbitration;

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437 (8) A statement that the appointment is subject to the Constitution and laws of the State  
438 of Florida and the United States, the rules and regulations of all applicable governing  
439 bodies of the University.

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440 (9) Percent of full-time effort (FTE) assigned;

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442 (10) Salary rate;

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444 (11) The statement: "The USF/UFF Collective Bargaining Agreement (Article 6) prohibits  
445 discrimination against any employee based upon race, color, sex, gender identity and  
446 expression, sexual orientation, religion, national origin, age, military status, veteran  
447 status, disability, political affiliation, marital status, or employee rights related to union  
448 activity as granted under Chapter 447, Florida Statutes. Claims of such discrimination  
449 by the University may be presented as grievances pursuant to Article 20, Grievance  
450 Procedure and Arbitration";

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452 (12) A statement informing the employee of the obligation to report outside activity and  
453 conflict of interest under the provisions of Article 19, Conflict of Interest and Outside  
454 Activity of the Agreement; and

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