

KNOXVILLE

Vice Chancellor for Student Life

515 Andy Holt Tower
1331 Circle Park
Knoxville, TN 37996-0151
865-974-7449
studentlife@utk.edu
studentlife.utk.edu

June 5, 2014

Timothy R Burkhalter

Dear Mr. Burkhalter:

It is my pleasure to offer you the position of Director of Student Conduct and Community Standards in the Division of Student Life, effective June 30, 2014, at the rate of \$6,000.00 per month. This is a regular, 100 percent full-time, exempt position and does not carry tenure. The University will provide a one-time moving allowance of \$2,500.00, less appropriate taxes.

Your benefits will be based on your percentage of time. Benefits include optional group insurance, annual and sick leave, optional participation in a deferred compensation program and paid retirement. For more benefits information, please visit our main [Human Resources page](#).

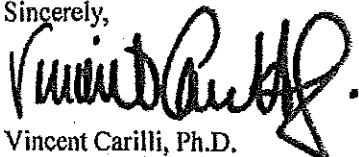
This offer letter does not constitute a contract of employment. Your employment with the University of Tennessee is on an at-will basis, which means that the employment relationship may be terminated at any time by either the employee or the University of Tennessee with or without cause and with or without notice. This includes any information in your background check that the university deems disqualifying.

If the vacancy announcement for your position required any educational/special licenses documentation, please provide that documentation at this same time. Please submit the transcript to the Human Resources office. Please note, misrepresentation of academic credentials is a Class A misdemeanor in Tennessee. A person commits the offense of misrepresentation of academic credentials who, knowing that the statement is false and with the intent to secure employment at or admission to an institution of higher education in Tennessee, represents, orally or in writing, that such person: (1) has successfully completed the required course work for and has been awarded one or more degrees or diplomas from an accredited institution of higher education; (2) has successfully completed the required course work for and has been awarded one or more degrees or diplomas from a particular institution of higher education; or (3) has successfully completed the required course work for and has been awarded one or more degrees or diplomas in a particular field or specialty from an accredited institution of higher education.

This job offer is contingent upon documentation of citizenship and/or work authorization as required by the Immigration Reform and Control Act of 1986. You will be presented the required *Employment Eligibility Verification* form (I-9) and a list of acceptable documents. You *must* complete the I-9 form and provide the necessary documentation to the Human Resources Office prior to or on your first day of work.

You have been scheduled for new hire orientation on Monday, June 30, 2014 from 8:00 a.m. to 12:30 p.m. Orientation will be held in 221 UT Conference Center Building. Information and directions are enclosed for your review. We are excited to have you as part of the University of Tennessee and look forward to working with you.

Sincerely,



Vincent Carilli, Ph.D.
Vice Chancellor for Student Life