



# Seminars

## Employing Faculty: Tips, Traps And Best Practices For Faculty Contracts And Offer Letters

Are you employing faculty with a contract? An offer letter? A hybrid? Are you not sure? Are you doing this annually or at the commencement of employment? What do you want to do this year? Faculty contracts require essential provisions, including compensation, benefits, and pay structure clarity. In a lively webinar, Sara Goldsmith Schwartz will explore this unique aspect of independent schools, explain the differences between at-will employment and employment by contract, and offer options for schools to explore in the future.

### Topics will include:

- Offer Letters: Options And Best Practices
- Are Offer Letters Issued Annually?
- Essential Provisions In Faculty Contracts, Including Term Of Employment, Duties And Responsibilities, Compensation, Benefits, Pay Structure Clarity, Conditions of Employment, And Termination
- Administrator Agreements
- Hourly Offer Letters
- Tips, Traps and Best Practices

### Who should attend?

Head Of School

Assistant Head Of School

Director Of Human Resources

Chief Financial Officer

Business Manager

Dean Of Faculty

**WEBINAR SERIES FOR  
INDEPENDENT SCHOOLS  
REGISTRATION NOW OPEN!**

### LOCATION

Schwartz Hannum PC Webinar

### DATE AND TIME

December 12, 2018

1:30 to 3:00 p.m. EST

### REGISTRATION DEADLINE

December 5, 2018

### TUITION

\$100

To register, please contact Kathie Duffy at (978) 623-0900 or [kduffy@shpclaw.com](mailto:kduffy@shpclaw.com).

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