



June 5, 2024

Kristofer Potts-Howard

Dear Kristofer:

Tennessee Tech is pleased to offer you the position of Assistant Coach for Cross Country and Track at a monthly salary of \$2,921 effective July 1, 2024. The offer is contingent on you satisfying all university-required background investigations appropriate to the position and are otherwise in good standing. Please note it is a Class A misdemeanor to misrepresent academic credentials (T.C.A. Sec. 49-7-133). Your acceptance of this offer letter includes the following terms:

1. Prior to your employment date, you must provide the Office of Human Resources with proof of your eligibility to work in the United States and complete any documents required for employment. Please note direct deposit is required. You are also required to attend a new employee orientation within your month of hire. The date of your orientation is July 11, 2024. More information regarding registration will be emailed to you.
2. Your employment is subject to federal and state laws and Tennessee Tech's policies and requirements. You agree to abide by all applicable laws, policies, procedures, and guidelines, including but not limited to, the Family Education Rights and Privacy Act (FERPA) and complete any and all applicable training as determined by Tennessee Tech.
3. You agree to abide by Tennessee Tech Policy 732 regarding Intellectual Property. You may review the policy at <https://tntech.policytech.com/dotNet/documents/?docid=977&public=true>.
4. Your employment and the above-stated salary are in consideration of your satisfactory performance of the duties and responsibilities assigned to you as an employee of Tennessee Tech.
5. You understand that as an at-will employee, your employment may be terminated at any time without prior notice.

We look forward to working with you at Tennessee Tech University!

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Vedder".

Kevin Vedder  
Associate Vice President for Human Resources

Please confirm your acceptance of this offer of employment by signing below and returning to Human Resources within five (5) business days.

I have read and understand the terms of employment and accept the position.

DocuSigned by:  
  
0BBDCBD776AA44B...

6/12/2024

Signature

Date Signed

Kristofer Potts-Howard

Printed Name

DS  


6/14/2024