(Insert Date)

(Name)

(Address)

(City, State & Zip)

Dear (Insert Name):

On behalf of North Carolina State University and the Department of (Insert Department) in the College of (Insert College), I am pleased to offer you appointment as a tenure-track faculty member at the rank of (Insert Rank) at a gross annualized salary of $(Insert Salary). This appointment carries a (Insert FTE) full time equivalent service obligation on (an academic-year/ a fiscal-year) basis effective (Insert Begin Date) through (Insert End Date).

You are expected to have defended your dissertation and obtained official certification from your graduate school or provost office that all degree requirements for the Ph.D. have been met by (Insert Date). If you have not completed the requirements for the PhD. by (Insert Date), your initial appointment will be at the rank of Instructor with an annualized salary of $(Insert Salary). If the initial appointment is at the rank of Instructor, the appointment period will be for one year, during which time it is expected that the requirements for the Ph.D. will be completed. The initial appointment as Instructor may be renewed for one additional year. Upon completion of the degree in the next academic year, the appointment will be adjusted and you will receive the regular salary for the remainder of the year.

A faculty member’s annual responsibilities, activities and other expectations for the position are established through a Statement of Mutual Expectations (SME) developed between the faculty member and the department head. (Insert any specific departmental / college employment responsibilities / commitments here.) [e.g. essential job functions, moving expenses, expectations for start-up packages, etc.]

This appointment is contingent upon a satisfactory background check, verification of academic and professional credentials and your agreement to abide by the policies, regulations and rules of the University, as well as any funding contingency (as noted on addendum). The information on the attached addendum is incorporated as part of this letter.

Please acknowledge your acceptance of this appointment by signing this letter, and its incorporated addendum, and returning it to me by (Insert Date).

My colleagues and I sincerely look forward to working with you at NC State University. Should you have any questions, please do not hesitate to contact me or (Insert Personnel Rep's Name).

Sincerely, Approved by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name, Department Head) (Name, Dean)

cc: (Name, College/Division Business/HR Officer)

Human Resources Information Management, Campus Box 7210

I accept this offer and agree to abide by the policies and regulations of the University.



Employment Letter Addendum – Instructor (all but dissertation, pre-tenure track)

# Employment Policies

Your employment is subject to the Constitution and laws of the United States and the State of North Carolina, and to the policies, regulations and rules of the University of North Carolina and NC State University as adopted and as periodically revised or amended. NC State University policies, regulations and rules, and the UNC Code are located online at <http://www.ncsu.edu/policies/homepage.php> and <http://www.northcarolina.edu/policy/index.php>.

Your performance, salary, and responsibilities will be reviewed according to established University requirements and departmental / college evaluation criteria.

# Funding Contingency

**Yes \_\_\_\_\_ or No \_\_\_\_.** **Hiring Unit: Is this position funded in whole or substantial part from sources other than continuing State budget funds or permanent trust accounts?**

If yes, the source of funding (and successor grants or contracts) for this position is (Specify the source of funding, i.e., name(s) of specific grant(s) or contract(s) or other non-permanent trust account from which the position is funded), and as such, your employment is contingent upon the continued availability of such funding.  Please be aware that the effect of this funding contingency may apply without further notice as outlined in section 2.3 of NC State University Policy 05.15.1<http://policies.ncsu.edu/policy/pol-05-15-01>.

# Reappointment, Promotion, and Tenure Review

Upon official certification from your graduate school or provost office of completion of all degree requirements for the Ph.D., this position appointment will be changed to an Assistant Professor, tenure track, and there is an established time frame during which a decision to reappoint or confer tenure must be made. Your reappointment decision will be made during the (Insert RPT Cycle) RPT Cycle which is before the end of the third year of the initial term. If reappointed, your tenure decision will be made during the (Insert RPT Cycle) RPT Cycle, which is before the end of the second year of the second term. For information regarding review timelines, see: <http://provost.ncsu.edu/promotion-tenure/>.

# For Academic-Year Appointments

Individuals on academic-year (AY) appointments – except for initial AY appointments – receive their pay spread across the 12-month fiscal year. As a result, pay received in July through December includes advance payment for the upcoming/current academic year; May and June paychecks include post-payment for the concluding academic year. For initial AY appointments, the first payment is in August (and constitutes 2/12s of the AY salary), and the final payment is in June, unless otherwise specified by the Payroll Office. Individuals whose employment with NC State ends before the completion of the fall semester will owe the university reimbursement for the proportionate amount of any pre-payment. Refer to <http://www.ncsu.edu/human_resources/payroll/faculty_appointments/nine-month.php> for additional information.

# Orientation & Benefits Enrollment

Please contact the NC State Onboarding Center at (919) 513-1278 or [onboardingcenter@ncsu.edu](mailto:onboardingcenter@ncsu.edu) to schedule a time to meet on your first day. Visit the [Onboarding Center Website](https://onboarding.ncsu.edu/), including its “Preparing for Your First Day” section to learn everything you need to know to begin employment. You will also find information about the many services, opportunities, and benefits you have access to in your new position.

Information concerning retirement, health, and other benefits is available through NC State’s Division of Human Resources online at: <http://www.ncsu.edu/human_resources/benefits/> or by phone at (919) 515-2151.

**\*IMPORTANT NOTE: Some benefits require enrollment within the first 30 days of employment. To avoid forfeiture or default, please attend a New Employee Orientation session within your first week or two of employment.**

Academic-year (9-month) faculty do not earn leave. Fiscal year (12-month) faculty appointments are eligible for 24 days of annual leave per year (accrued at 2 days per month, prorated for less than 1.0 FTE). More information about annual leave, as well as information concerning other applicable leave benefits for EPA employees, are included in the following policy: [http://policies.ncsu.edu/policy/pol-05-15-01.](http://policies.ncsu.edu/policy/pol-05-15-01)

Employees of the University are required to participate in the Direct Deposit Program using their financial institution of choice. Information concerning this program and additional banking options may be found at:

# <http://policies.ncsu.edu/regulation/reg-05-45-01>.

# Official Transcripts\*\*

To complete the hiring requirements, please request that an official academic transcript for all graduate-level courses and degrees be sent to NC State University by the institution granting the degree. If you hold multiple graduate degrees, please request that transcripts for all graduate degrees held be submitted. If the official transcript is in a language other than English, a certified English translation is also required.

Your continued employment is contingent upon NC State University’s receipt of the official transcript(s) and verification of your credentials. If the institution is unable to verify your credentials, your employment may be terminated on the basis of failure to comply with a condition of employment. If your transcript(s) is unavailable for compelling reasons beyond your control, the Provost may consider a waiver.

Many U.S. institutions participate in the National Student Clearinghouse. If yours does, you can request online that an official transcript be sent to NC State. To request a transcript through the Clearinghouse, go to <https://www.studentclearinghouse.org/secure_area/Transcript/to_bridge.asp>.

If you hold degree(s) from other than an accredited U.S. institution, NC State will accept a transcript evaluation from an accredited foreign credential evaluation service such as World Education Services (<http://www.wes.org/>).

Your own unofficial copies cannot be accepted. Have the official transcript(s) sent directly by the institution or WES to:

**HR Information Management**

**Transcript Officer   
North Carolina State University** I have requested official transcript(s): \_\_\_\_\_\_\_\_\_\_

**Campus Box 7210**   **(initial here)**

**Raleigh NC 27695**

*\*\* Required for all faculty appointments (a) except rehired NC State retired/emeritus faculty, and (b) unless all official transcripts already have been provided and are on file with HR Information Management*

**Proof of Work Authorization**

As required by Federal law, this offer is contingent upon your presentation of authorized documentation that verifies your identity and your eligibility to legally work in the U.S. On or before your start date, you must complete Section 1 of the Form I-9 (Employment Eligibility Verification). No later than three days after your start date, you must present valid documentation to a designated HR representative to complete Section 2 of the Form I-9. If you need employment sponsorship in order to legally work for NC State University, your department must work with HR's International Employment unit to petition for nonimmigrant work-authorized status for you. For assistance, you and your department should contact International Employment & Taxation at 919-513-3338.