(Insert Date)

(Name)

(Address)

(City, State & Zip)

Dear (Insert Name):

On behalf of North Carolina State University and the North Carolina State University Libraries, I am pleased to offer you an appointment as a non-tenure track faculty member at the rank and title of Librarian at a gross annualized salary of $(Insert Salary). This fixed-term appointment carries a (Insert FTE) service obligation for a (Insert term of appointment/year) term on a fiscal-year (12-month) basis beginning (Insert Begin Date) and ending (Insert End Date).

Your assignment of responsibilities as (Insert Working Title) is directed by the Vice Provost and Director of Libraries and may be subject to change during the appointment term. (External Hires:)The NCSU Friends of the Library will provide up to (Insert Amount) relocation allowance upon submission of original receipts and/or documentation required. All receipts must be submitted within six months of appointment. Should you resign from the NCSU Libraries before completion of your initial term of contract on (Insert End Date), you agree to reimburse a pro-rated portion of this allocation to the Friends of the Library account. The amount to be reimbursed would be pro-rated by the number of months employed.

This appointment is contingent upon background checks, verification of academic and professional credentials and upon 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 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). If you wish, you may fax me a copy at (919) 513-2972.

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

Sincerely,

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

[Name], Vice Provost and Director of Libraries

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 – Librarian - Non-Tenure Track Faculty

# 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 located online at <http://www.ncsu.edu/policies/homepage.php> and <http://www.northcarolina.edu/policy/index.php> respectively.

Your performance, salary, and responsibilities will be reviewed according to established University requirements and departmental 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 Eligibility

This is a fixed-term, non-tenure track appointment and is ineligible for tenure consideration or conferral of tenure. Additional information concerning academic tenure is available at <http://policies.ncsu.edu/policy/pol-05-20-01>

# Orientation & Benefits Enrollment

Please contact the NC State Onboarding Center at (919) 513-1278 or 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.