Insert Date

Enter First and Last Name  
Enter Street Address

Enter City, State, and Zip Code

Dear Enter Name:

With the concurrence of the Provost, I am pleased to offer you an appointment as Department Head for the Department of Enter Department Name in the College of Enter College Name, at NC State University effective Enter Effective Date. Please note the effective date of employment is subject to change based on COVID-19 developments and related public health restrictions.

Department Heads are considered Exempt from the North Carolina Human Resources Act (EHRA) non-faculty employees. Your administrative appointment as Department Head is designated as your primary appointment for determination of your conditions of employment and your rights and responsibilities as an employee. This appointment carries a full-time (1.0 FTE) service obligation on a fiscal year (12-month) basis. This EHRA non-faculty appointment is “at-will” with continuation or discontinuation of the appointment at the discretion of the Chancellor. You will report directly to the Dean of the College of Enter College Name.

Your gross annualized salary as Department Head will be $Enter Salary Amount. If applicable--As additional compensation for your responsibilities for serving as Department Head, you will receive an annualized salary supplement totaling $Insert Supplement Amount. The Insert College/Division will provide moving expenses (i.e. house hunting, household moving and temporary housing expenses) for relocation to North Carolina, in the amount of $Insert amount.

In accordance with IRS tax rules, relocation allowances are fully taxable to the employee and are subject to applicable payroll tax withholding. If you have questions regarding IRS tax rules related to your relocation allowance, please contact your own tax, legal and accounting advisers before signing this employment agreement. Please be advised that you will not be required to provide receipts for this lump sum relocation allowance in accordance with NC State Policy 05.15.03- Non-Salary and Deferred Compensation. The University will not be responsible for relocation expenses that exceed the amount approved as part of this employment agreement. In addition, employees that separate (either voluntarily or involuntarily) from University employment prior to one year of completed employment may be required to fully reimburse the University at the gross amount of any allowance received.

You are eligible to participate in the healthcare, retirement, and other benefit programs provided by the University to EHRA employees. As a Department Head, EHRA non-faculty employee, you are in a leave earning position that is entitled to earn 24 days of annual leave. You are also entitled to accrue sick leave, and are eligible for other leave as may be prescribed for employees pursuant to the North Carolina Human Resources Act and NCSU POL 05.15.01 (EHRA Policy).

Your secondary appointment will be as a/an Enter Rank in the Department of Enter Name of Department and is governed by the applicable policies, regulations and rules relating to a tenured faculty member at the University.

The conferral of your tenure is contingent upon an affirmative vote by the Departmental Voting Faculty (DVF) for Department Name and NC State Board of Trustees (BOT) approval. It is our hope to present your conferral at the Month BOT meeting for review and approval.

A general description of the position was provided to you as part of the search process. Your work performance and responsibilities will be reviewed periodically, according to established University requirements for the review of Academic Department Heads/Chairs.

To assist you in establishing your research program we will provide you with the following Insert items such as start-up funding, space allocation, etc.

In accordance with UNC Policy 300.2.1, during the period of your administrative appointment your status as an EHRA non-faculty employee is considered the primary appointment. If at any point, this appointment should voluntarily or involuntarily end, the following conditions of transition back to your faculty appointment will apply:

* Your administrative salary supplement (if applicable) will terminate immediately upon the end of the appointment,
* You may assume your tenured faculty position in the Department of Insert department name.
* Upon returning to faculty, your base salary will be immediately adjusted to a 9- or 12-month faculty salary (depending on whether your faculty appointment is based on an academic or fiscal year basis), which is commensurate with the base salaries of comparable faculty members at your rank in the College/Department.
* If you return to a 9-month faculty appointment, you will be paid out for any unused annual leave (and, if applicable, bonus and special leave).

This letter and the attached terms and conditions constitutes the full terms of your appointment as Department Head and supersede all other offers, either written or verbal, that may have been made to you. Please sign two copies of this letter and initial the terms and conditions; keep one copy for your records and return the other to Insert College HR Officer’s Name, College HR Officer.

Should you have questions concerning this administrative appointment, please let me or Insert name of College HR Representative know as soon as possible.

Insert closing statement appropriate with this role.

Sincerely,

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

Insert Dean’s Name

Dean, College of Insert College Name

I accept this appointment and agree to abide by the policies, regulations and rules of the University of North Carolina system and NC State as adopted and as may be periodically revised or amended.

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Printed Name Signature / Date

cc: Insert Name, Executive Vice Chancellor and Provost

Insert College HR Officer’s Name, College HR Officer

Central HR Information Management, Campus Box 7210