Insert Date

Insert Name

Insert Title and/or Rank

Insert Department Name

Insert College/Division Name

NC State

Dear Insert Name:

Thank you for agreeing to serve as the Insert Working Title in the Insert College/School effective Insert date. Please note the effective date of employment is subject to change based on COVID-19 developments and related public health restrictions.

Your faculty appointment as Insert faculty rank in the Insert department will remain your primary appointment for determining the terms and conditions of your employment as well as your rights and responsibilities as an employee.

Your annualized salary will be Insert salary on an academic / fiscal year basis. You will receive a proportional reduction in departmental duties in order to provide you with the time to execute the duties and responsibilities in this administrative role. In addition, the Insert College/Department/Division Insert terms of associated with role (I.e. salary supplement, summer salary, course release, etc.)

It is expected that you will spend approximately Insert % of time of your time on the duties and responsibilities in this administrative role. Your work associated with this assignment will be reviewed periodically and the Insert supervisor’s title will provide input regarding your job performance as part of your annual review and any other departmental reviews (i.e. Post Tenure Review). Your Statement of Mutual Expectations (SME) will need to be adjusted in order to account for this change in your areas of responsibility. Please make an appointment with me at a suitable time to revise the SME.

Your duties and responsibilities will be, but are not limited to, the following: Insert description of work for new role

Please be advised that the duties and responsibilities in this role may be removed or reassigned at any time. Should you voluntarily or involuntarily no longer serve in and/or perform the duties and responsibilities of the Insert working title, the release time and summer salary will terminate. In addition, your faculty assignments will be readjusted accordingly. Thank you for agreeing to serve the College and NC State in this role.

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

Insert closing statement appropriate with this role.

Sincerely,

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

Insert Supervisor’s Name, Title and Department 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, Insert title of College/Division HR Lead

 Human Resources Information Management, Campus Box 7210