Insert Date

Name

Street Address

City, State & Zip Code

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/years 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 moving expenses (i.e. house hunting, household moving and temporary housing expenses) for relocation to North Carolina, in an amount up to $Insert amount.  If your relocation expenses exceed this amount, you will be responsible for the excess. All moving related expenses, whether paid directly to the employee or paid on behalf of the employee by the University, are now required to be included in the employee’s income and are subject to applicable payroll tax withholdings. Relocation expenses must be documented with receipts to obtain reimbursement from the University. You must obtain three quotes and must select the lowest quote for moving unless justification can be provided.

This appointment is contingent upon a satisfactory background check, 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.

Please acknowledge your acceptance of this appointment by signing this letter, and its incorporated Terms and Conditions, and returning it to me by Insert Date. If you wish, you may fax me a copy at (919) 513-2972. Should you have questions concerning your appointment, please let me or Insert name of HR Representative know as soon as possible.

My colleagues and I sincerely look forward to working with you at NC State University.

Sincerely,

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

Name, Vice Provost and Director of Libraries

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: Name, College/Division Business/HR Officer

Human Resources Information Management, Campus Box 7210