Insert Date

Name

Street Address

City, State, Zip Code

Dear Name:

On behalf of North Carolina State University and the Insert School/Department Name in the College of Insert College Name, I am pleased to offer you appointment as a tenure-track faculty member at the rank of Assistant Professor at a gross annualized salary of $Insert salary. This appointment carries a Insert FTE full-time equivalent service obligation on Select Appointment Length basis effective Insert Start Date through Insert End Date.

Your appointment as Assistant Professor is contingent upon official certification that you have completed all requirements for your terminal degree. You are expected to have defended your dissertation and obtained official certification from your graduate school or provost office by Insert Date confirming that all requirements for your terminal degree have been met. If you have not completed the requirements for the requisite terminal degree 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 terminal degree will be completed. The initial appointment as Instructor may be renewed for one additional year. Upon completion of the terminal degree in the next academic year, the appointment will be adjusted and you will receive the assistant professor salary for the remainder of the year. When your appointment is adjusted to Assistant Professor rank, you will be advised regarding new contract dates.

At the time your appointment as Assistant Professor begins, I will advise you on the timing of your reappointment and tenure review cycles, pursuant to University policies.

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.]

Employment in this position 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.

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. 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, Approved by:

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Name, Department Head Name, Dean

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