Insert Date

Insert Name

Street Address

City, State and ZIP Code

Dear Insert 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 a Choose an item. faculty position as Select Rank at a gross annualized salary of $Insert Salary effective Insert Date through End Date. This appointment carries a 1.0 full-time equivalent (FTE) service obligation on Select appointment length basis.

SELECT THE APPROPRIATE LANGUAGE BASED ON THE TENURE STATUS - This position is a tenure-track position and there is an established time frame during which a decision to reappoint or confer tenure must be made.  Your reappointment decision will be made during the (Insert RPT Cycle) RPT Cycle which is before the end of the third year of the initial term.  If re-appointed, your tenure decision is expected to be made during the (Insert RPT Cycle) RPT Cycle, which is before the end of the second year of the second term. Should you decide to pursue an early tenure decision or a tenure clock extension pursuant to university policy, your review date may be adjusted accordingly.  For information regarding review timelines, see: <http://provost.ncsu.edu/promotion-tenure/> OR This appointment (with tenure) is subject to the approval of the NC State University Board of Trustees. An official letter from the Chancellor will notify you of the Board’s decision following the next board meeting.

REMOVE LANGAUGE IF NOT APPLICABLE - 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.

Insert specific job functions, non-salary compensation, 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. REMOVE IF A 9-MONTH FACULTY APPOINTMENT - A faculty member with a 12-month appointment, and an FTE of at least 0.50 or greater, is considered in a leave earning position that is entitled to earn 24 days of annual leave (or prorated value based on FTE). 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).

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 HR/Business Officer

 Human Resources Information Management, Campus Box 7210