

USE DEPARTMENT LETTERHEAD

**SAMPLE ACADEMIC ADMINISTRATOR
OFFER LETTER—INTERNAL APPOINTMENT**

Date of Offer

Candidate Name

Home Address

City, State, and Zip

Dear **Candidate:**

It is our pleasure to offer you the **Position type and Title tenure status** position with an effective date of **Date**. This is a **percent effort** appointment that includes an administrative supplement of **\$Amount** on a **Pay Basis** in addition to your base salary of **\$Amount**. You will hold tenure in the **Department**. As long as you are serving as **Title**, you will report directly to the **Supervisors Name**, who will be responsible for your annual evaluations and merit increase recommendations.

Please note that Louisiana Revised Statute 42:31 requires that all unclassified employees earning \$100,000 or more annually must provide proof of a valid Louisiana driver's license and that all vehicles titled in their name have been registered in the state of Louisiana within 30 days of hire or upon reaching that salary threshold.

Any other agreed upon arrangements (space, Foundation account, additional staffing, expectations of incumbent, etc.).

It is expected that your role of **Title** will be a full-time job and you will therefore not be expected to teach in the Department, however you will be expected to participate as a regular faculty member in departmental activities. Should you no longer perform the **Title** administrative duties, your administrative supplement will be removed and your base salary will convert to a nine month pay basis (0.8182* FY base = AY). As an AY faculty member you would report to the **Supervisor** and would be expected to take on the duties and responsibilities as assigned by the chair.

Please contact me if there are any questions. This offer is contingent upon administrative approvals and the obtainment of official transcripts of the highest qualifying degree, if not previously submitted. **If your degree was earned outside of the United States, a credential evaluation will be required at your own expense in addition to official transcripts. Also, your appointment will be contingent upon your receiving and maintaining valid visa status (if applicable).**

I am excited about the prospect of you joining our team and I look forward to your response. If you decide to accept this offer, indicate your acceptance below and return to me by **Date**.

Sincerely,

Dean or Department Chair Name

Department Name

Offer accepted: _____
Candidate Name **Date**