



Month – Day, Year

EXAMPLE OF RESEARCH PROFESSOR OFFER & ACCEPTANCE LETTER

Dr. John Smith
1000 Main Street
Baton Rouge LA 39400

Dear Dr. Smith:

Based on the recommendation of the faculty of the Department (or School) of _____, I am pleased to offer you an appointment as Research or Clinical (*if applicable ... apply title of Assistant, Associate...*) Professor in the Department of _____ at The University of Southern Mississippi.

The position offered is a non-teaching, _____-month (*example: nine-month, twelve-month.....*) non-tenure track appointment commencing Month XX, 200X, through Month XX, 200X at a salary which will be at the monthly gross rate of \$ _____. Since your salary will derive from a grant or designated account, please know that these dollars are not from any permanently based source of funds.

Research or clinical faculty members at The University of Southern Mississippi are expected to have a distinguished record of research to include contributions to economic development that are consistent with assigned responsibilities. Your meeting these expectations will be evaluated on a yearly basis. We are pleased with the record of accomplishment you bring to The University of Southern Mississippi at this time, and stress the necessity for you to continue your professional development.

All foreign nationals are subject to approval by the Department of Homeland Security. Additionally, all employees at the university must possess a United States social security number.

To indicate acceptance of this position offer, please sign and date this letter and return it to me no later than (month / date / year – spell this out). If you should have questions, please feel free to contact me at 601-266-XXXX.

We look forward to your being a valuable member of our university family.

Sincerely,

Jane Doe, Ph.D.
Chair and Professor

Accepted _____ Date _____
(type name of new faculty member here)