

COLLEGE OF …..

118 College Drive #5002|Hattiesburg, MS 39406-0001

Phone: 601.266.xxxx|Fax: 601.266.xxxx|e-mail@usm.edu|www.usm.edu

April 10, 202x

***TEMPLATE LETTER of OFFER & ACCEPTANCE- 3-12-2020***

***TENURE TRACK (All Ranks), TEACHING PROFESSOR (All Ranks), INSTRUCTOR***

NOTE: If the position is for a ***non-tenure track position*** (Instructor, Lecturer, Senior Lecturer or Teaching Professor (all ranks), please change all references, where applicable, to non-tenure track). For ***visiting appointments***, please also include an end date for the appointment.

Dr. John Smith

1000 Main Street

Baton Rouge, LA 39400

Dear Dr. Smith:

Based on the recommendation of the faculty, I am pleased to offer you an appointment as Assistant/Associate Professor of History at The University of Southern Mississippi, on the \_\_\_\_\_\_\_\_\_ campus in \_\_\_\_\_\_\_\_\_\_\_\_, Mississippi. The position offered is a full-time tenure track [or non-tenure track], nine-month faculty appointment commencing August 19, 2019, at a base salary of $00,000. Details of the benefits offered to full-time faculty members of The University of Southern Mississippi can be found at <https://www.usm.edu/employment-hr/benefit-resources> and will be detailed during orientation which will occur during your first week of employment.

[*If applicable for ABD tenure track hires…*The tenure-track appointment is contingent upon the successful completion of all requirements for the doctoral degree by August XX, 201X. In the event all degree requirements have not been met by August XX, 201X, your initial appointment will be as Instructor with a salary of $00,000 for the nine-month period. Your rank and salary will be increased as indicated above once the university receives confirmation that you have successfully completed all degree requirements. If you do not complete all requirements for the Ph.D. by the end of the nine-month period, your contract will not be renewed.]

[*If applicable…*You will receive ­\_\_\_\_\_\_\_\_\_\_\_ years of credit toward tenure.]

[*If applicable…*Your pre-tenure review will occur in the \_\_\_\_\_\_\_(ex. 20xx-xx) academic year, and your tenure review will occur in the \_\_\_\_\_\_\_\_ (ex. 20xx-xx) academic year.]

[*If applicable, include language regarding start-up funds and/or research funds, such as:* In addition to your salary, you will be provided start-up funds totaling $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to be used over a \_\_\_\_\_\_\_\_\_\_\_ year period of time. Any unused funds will be returned.]

[*If applicable…*Moving expenses of up to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dollars will be reimbursed to you after your arrival and upon presentation of appropriate receipts. Information about reimbursement may be found on the Southern Miss [website](https://www.usm.edu/sites/default/files/groups/institutional-policies/pdf/adma-pur-004-moving_expenses.pdf). ]

We look forward to welcoming you to our community of faculty at The University of Southern Mississippi. We are proud to be an institution that embraces both scholarly productivity and engaged teaching, as well as ongoing involvement in service towards the betterment of our programs, students, and University. Collegiality and good University citizenship are at the center of what it means to be a faculty member at the institution, and each year, faculty members are evaluated on their contributions to their programs, schools, colleges and the institution. Through that process, we seek to cultivate continuous improvement and provide transparency in assessment of your progress towards goals.

The standard teaching load for both tenured and tenure-track faculty is four (4) courses or twelve (12) credit hours, or the equivalent, per semester in both the fall and spring semesters, as scheduled by the Director of the School of xxxxxxx. During the 2019-202020 academic year, you will teach xx classes in the fall 20xx, with a xx course reassignment for research; and xx classes in Spring 20xx, with a xx course reassignment for research. In subsequent years, the course-scheduling needs of our student body supersede any course reassignments and may require you to teach additional or different courses than in your initial year. As USM is a multi-site university, you may also be required to teach at varied university locations and/or teach online courses in the future.

As an employee, you are expected to comply with all federal and state laws all policies of the Board of Trustees of State Institutions of Higher Learning and all University policies. This offer is contingent upon approval of the University President and successful completion of a background check. An employee may not begin work until the background check has been completed and the employee has been cleared to begin work. Please see additional information and instructions listed at the end of this letter.

This offer is also contingent upon your being a citizen of the United States or having lawful authorization to work in the United States for the full term of the contract and will be withdrawn if you are not authorized to work at The University of Southern Mississippi as of the beginning date indicated above. Moreover, you should maintain your valid immigration status and work authorization throughout your employment. In addition, all employees at the university must possess a United States social security number.

[*If applicable, include language regarding payment of permanent residency fees for foreign nationals if this is to be a part of the offer of employment. For example:* “In order to secure your employment, the Department agrees to pay for all fees and expenses of your permanent residency process up to a maximum of X amount. You, however, are responsible for all fees and expenses of the permanent residency process that exceed the maximum amount specified above. You are also responsible for all tax liabilities that may occur as a result of such payment.”]

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

We look forward to officially welcoming you to The University of Southern Mississippi during the week of August 17th. More information will be forthcoming regarding human resources processing, a fall Convocation for academic affairs, New Faculty Orientation, and other events for that week, so please watch for those details to come to your email soon.

Welcome to Southern Miss!

Sincerely,

Jane Doe, Ph.D.

Title

Accepted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(type name of new faculty member here)

Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(type official position title)

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*please provide an address that will be accessible to you until your arrival on campus*)

ACCEPTANCE OF OFFER INSTRUCTIONS

The following instructions are to expedite the completion of the hiring process, prior to your arrival on campus.

In addition to this signed letter of acceptance, new employee forms should be completed, signed and enclosed in a separate, sealed envelope, and included with your signed acceptance letter in an 8.5” x 11” envelope and sent to the address provided.

The required forms are available on the Human Resources web site – <https://www.usm.edu/employment-human-resources/new-employee-forms.php> under “Faculty.”

* Employee Data Form
* I-9 form and list of acceptable documents
* I-9 instructions for notary public
* Background check information sheet from RedTail (enclosed)

As a new employee, you will need to complete the I-9 form.  Two forms of identification are required for completion of this form - please see the list of acceptable documents included in the I-9 information, and note you can only use one form of ID from each column. For assistance in completing the I-9 form:

* If you are in the Hattiesburg area, please come by the USM Human Resources Office (McLemore Hall Room 301)
* If you are currently working at a university, or live near a university, you can visit the Human Resources Office for assistance on completing the employer certification section.  Keep in mind an appointment with the department may be required. Some HR departments will require verification of your future employment in order to complete the forms. Please contact [Moriah.Rouse@usm.edu](mailto:Moriah.Rouse@usm.edu) to receive a verification of your employment at USM.
* Finally, you may get the form notarized by a notary public (this may not be an option in all states).  Please refer to the I-9 form for notary instructions on completing the form.

[Include departmental address for submission of acceptance letter completed forms.]