Dear \_\_\_\_\_\_\_\_:

I am pleased to offer you the position of \_\_\_\_\_\_\_\_\_\_\_\_ in the Department of \_\_\_\_\_\_\_\_\_\_ beginning on \_\_\_\_\_\_\_\_\_. [**PLEASE ADD ANY TERM END DATE OR CONDITION(S) THAT WOULD END THIS APPOINTMENT.]** Your **[12 OR 9]**-month salary will be $\_\_\_\_\_\_\_\_\_\_\_, calculated as **[DESCRIBE, IN DETAIL HOW THIS AMOUNT IS CALCULATED]**. If at some point in the future you step down from this administrative appointment and return to the faculty for whatever reason, your salary will be reduced by **[the administrative supplement ($\_\_\_\_\_\_\_\_\_\_\_) OR DESCRIBE IN DETAIL HOW THE STEP-DOWN AMOUNT WILL BE CALCULATED]**, and your appointment will be governed by existing policies including the Policy on Administrator Return to Faculty Position which can be found at: <https://sites.auburn.edu/admin/universitypolicies/Policies/PolicyonAdministratorReturntoFacultyPosition.pdf>. You will keep all merit increases on the total salary.

A comprehensive transition allowance in the amount of $\_\_\_\_\_\_\_\_ will be paid in lieu of moving, relocation and employment transition cost reimbursement and/or payment. The allowance will be paid to you during your first month of employment. It will be processed as additional taxable compensation through the payroll system with all applicable taxes and FICA amounts deducted.

You will report to \_\_\_\_\_\_\_\_\_\_\_\_\_, and your responsibilities in this position include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

This appointment has been approved by the Provost, and your employment is subject to all rules, regulations, and policies of the university, including those set forth in college and departmental guidelines. It is your responsibility to be aware of the policies and procedures that may apply to you. University policies can be found here: <https://sites.auburn.edu/admin/universitypolicies/Pages/Home.aspx>. Further information concerning college and departmental guidelines and your privileges and duties as a faculty member can be obtained by contacting your Department Head.

 This offer of employment is contingent upon your ability to provide satisfactory documentation verifying your eligibility to work in the United States.

This offer of employment is contingent upon completion of a satisfactory background check.  Please visit this [link](https://www.auburn.edu/academic/provost/pdf/BG%20Information%20Needed.pdf) for guidance regarding the information you may need to complete the online background check process.  You will receive an email from Truescreen, Inc. ([applicationstation@truescreen.com](mailto:applicationstation@truescreen.com)) entitled *Background Investigation Forms Requested.* Please follow the instructions within this email to complete your portion of the background check process.

As acknowledgement of the terms of this offer, please sign and return this letter within one week of receipt. If you have any questions about the offer, conditions of employment, or specific assignments, please do not hesitate to contact your Department Head or me.

Sincerely,

Dean

I understand and accept all conditions as stated in this offer letter.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Member Date