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

We are pleased to extend you an offer of employment as \_\_\_\_\_\_\_\_\_ in the Department of \_\_\_\_\_\_\_\_\_\_\_\_. This offer includes a base salary of $\_\_\_\_\_ paid in \_\_\_ installments on the \_\_\_\_ day of the month.

Your position as \_\_\_\_\_\_\_ is a tenure-eligible position beginning on\_\_\_\_\_\_\_\_\_. Your appointment is probationary, and you will be reviewed annually at which time you will be informed as to your progress regarding tenure and promotion.

A faculty member who has no prior service counting towards tenure must be considered for tenure no later than the beginning of the sixth year of the faculty member’s probationary period unless they have waived consideration. Therefore, the latest possible academic year you could be considered for tenure is 20\_\_ - 20\_\_. The precise terms and conditions of promotion and tenure are set forth in the [*Faculty Handbook*](https://www.auburn.edu/academic/provost/faculty-handbook/).

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.

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 and official transcripts of the relevant academic degrees.

This offer of employment is also 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. This offer may be rescinded if you do not respond. 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