Insert Date

Name

Street Address

City, State & Zip Code

Dear Insert Name:

On behalf of North Carolina State University and the Insert Department/School Name in the College of Insert College, I am pleased to offer you employment in a professional faculty position at the rank of Visiting Insert NTT Rank at a gross annualized salary of $Insert gross annualized salary. This fixed-term appointment carries a Insert FTE full-time equivalent service obligation beginning Insert Begin Date and ending Insert End Date on an Select academic/fiscal year basis. Please note the effective date of employment is subject to change based on COVID-19 developments and related public health restrictions.

*This appointment may not to exceed two (2) consecutive years. Subsequent visiting appointments may be three (3) years after the end date of the most recent visiting appointment*.

Insert specific employment responsibilities / commitments.

Employment in this position is contingent upon a satisfactory background check, verification of academic and professional credentials and your agreement to abide by the policies, regulations and rules of the University, as well as any funding contingency. You may be subject to additional health and safety requirements that have been imposed at or after the time of hire, including, where applicable, those issued by NC State, the UNC System, federal or state agencies, or other collaborating agencies or organizations, and which are necessary for the performance of your duties and responsibilities. You are expected to comply with all applicable requirements for your position.

Please acknowledge your acceptance of this appointment by signing this letter, and its incorporated Terms and Conditions, and returning it to me by Insert Date. Should you have questions concerning your appointment, please let me or Insert name of HR Representative know as soon as possible.

My colleagues and I sincerely look forward to working with you at NC State University.

Sincerely, Approved by:

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Name, Department Head Name, Dean

I accept this appointment and agree to abide by the policies, regulations and rules of the University of North Carolina system and NC State as adopted and as may be periodically revised or amended.

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Printed Name Signature / Date

cc: Name, College/Division Business/HR Officer

 Human Resources Information Management, Campus Box 7210