(Insert Date)

(Name)

(Address)

(City, State & Zip)

Dear (Insert Name):

On behalf of North Carolina State University and the North Carolina State University Libraries, I am pleased to offer you employment in a professional faculty position at the rank and title of Librarian, (Insert Working Title) at a gross annualized salary of $Insert Salary. This fixed-term appointment carries a 0.75 – 1.0 FTE full-time equivalent (FTE) service obligation for Insert duration of appointment – must be a recurring appointment of at least 9 months and no more than 5 years term on an Insert Academic/Fiscal Year appointment basis effective Insert Begin Date through Insert End Date.

Your assignment of responsibilities as (Insert Working Title) is directed by the Senior Vice Provost and Director of Libraries and may be subject to change during the appointment term. You will report directly to the Insert supervisor title, in the insert dept/unit name.

(External Hires:) The Libraries will provide moving expenses (i.e. house hunting, household moving and temporary housing expenses) for relocation to North Carolina, in the amount of $Insert amount. Funding for these expenses is provided by the NC State University Friends of the Library*.* In accordance with IRS tax rules, relocation allowances are fully taxable to the employee and are subject to applicable payroll tax withholding. If you have questions regarding IRS tax rules related to your relocation allowance, please contact your own tax, legal and accounting advisers before signing this employment agreement. Please be advised that you will/will not be required to provide receipts for this lump sum relocation allowance in accordance with [NC State Policy 05.15.03- Non-Salary and Deferred Compensation](https://policies.ncsu.edu/policy/pol-05-15-03/). The University will not be responsible for relocation expenses that exceed the amount approved as part of this employment agreement. In addition, employees that separate (either voluntarily or involuntarily) from University employment prior to one year of completed employment may be required to fully reimburse the University at the gross amount of any allowance received.

A general description of the position was provided as part of the search process. Your work performance and responsibilities will be reviewed periodically, according to established University requirements.

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 originally adopted and may be periodically revised from time to time. 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.

A faculty member with a 12-month appointment, and an FTE of at least 0.50 or greater, is considered in a leave earning position that is entitled to earn 24 days of annual leave (or prorated value based on FTE). You are also entitled to accrue sick leave, and are eligible for other leave as may be prescribed for employees pursuant to the North Carolina Human Resources Act and NCSU POL 05.15.01 (EHRA Policy).

This letter and the attached Terms and Conditions of Employment constitute the full terms of your appointment and supersede all other offers, either written or verbal, that may have been made to you. Please acknowledge your acceptance of this appointment by signing this letter, and the incorporated Terms and Conditions, and returning it to me by Insert Date.

My colleagues and I look forward to working with you. Should you have questions concerning this appointment, please let me or Insert name of HR Representative know as soon as possible.

Sincerely,

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

Name, Senior Vice Provost and Director of Libraries

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 from time to time. These policies are currently located at <https://www.northcarolina.edu/apps/policy/index.php#policy-tab> (UNC Code and Policy Manual) and <https://policies.ncsu.edu/> (NC State Policies, Regulations and Rules).

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Printed Name Signature / Date

cc: Name, College/Division Business/HR Lead

Human Resources Information Management, Campus Box 7210