

Date of Offer

Candidate Name

Home Address

City, State, and Zip

Dear Candidate:

It is our pleasure to offer you the **Position type and Title** **tenure status** position with an effective date of **Date**. This is a **percent effort** appointment with an initial base salary of **\$Amount** and an administrative supplement of **\$Amount**. The annual salary for your position will be paid on a monthly, fiscal year basis. You will hold tenure in the **Department**. Your administrator appointment will be served at the pleasure of your manager. As long as you are serving as **Title**, you will report directly to the **Supervisors Name**, who will be responsible for your annual evaluations and merit increase recommendations.

With few exceptions, the State of Louisiana does not participate in the Social Security program. If you are enrolled in a Louisiana State retirement plan (TRSL, LASERS, ORP, Deferred Compensation), you do not pay Social Security tax; however, you are required to pay the Medicare portion of the FICA tax (1.45% of your salary). Employees on a J- or F-Visa are not eligible to participate in a retirement plan unless "substantial presence" has been met. More information regarding retirement and other employee benefits available to you can be found on the LSU Office of Human Resource Management's website (lsu.edu/benefits or lsu.edu/retirement).

In addition, the University will reimburse you a one-time Relocation Incentive cash payment in the amount of **\$Amount** typically received on your first paycheck. The Relocation Incentive stipulates that part, or all of the advance payment will be returned if you do not continue employment with the University for at least two (2) full years. In accordance with Internal Revenue Service regulations, all relocation benefits are taxable compensation subject to withholding and other appropriate deductions.

Please note that Louisiana Revised Statute 42:31 requires that all unclassified employees earning \$100,000 or more annually must provide proof of a valid Louisiana driver's license and that all vehicles registered in their name have been registered in the state of Louisiana within 30 days of hire or upon reaching that salary threshold.

Any other agreed upon arrangements (space, Foundation account, additional staffing, expectations of incumbent, etc.).

It is expected that your role of **Title** will be a full-time job and you will therefore not be expected to teach in the Department, however, you will be expected to participate as a regular faculty member in departmental activities. Should you no longer perform the **Title** administrative duties, your administrative supplement will be removed, and your base salary will convert to a nine-month pay basis (0.8182* FY base = AY). As an AY faculty member, you would report to the **Supervisor** and would be expected to take on the duties and responsibilities as assigned by the chair.

Please contact me if there are any questions. This offer is contingent upon administrative approvals, and a satisfactory pre-employment background check, MVR **(if required)**, drug screen **(if required)**, physical **(if required)**, and credit check **(if required)**. Employment is also contingent upon submission of official transcripts of the highest qualifying degree. **If your degree was earned outside of the United States, a credential evaluation will be required at your own expense in**

addition to official transcripts. Also, your appointment will be contingent upon your receiving and maintaining valid visa status (if applicable).

I am excited about the prospect of you joining our team and I look forward to your response. If you decide to accept this offer, indicate your acceptance below and return to me by **Date**.

Sincerely,

Dean or Department Chair Name

Department Name

Offer accepted: _____
Candidate Name **Date**

****For Internal Appointments, please see "Sample Academic Administrator Offer Letter- Internal Appointment****