

SAMPLE OFFER LETTER TO CANDIDATES AFTER RECEIVING HIRING PROPOSAL APPROVAL

Date

Candidate
Address

Dear Scholar,

I am pleased to inform you that both Dean John Z. Kiss, College of Arts and Sciences, and Provost Dana Dunn have approved our recommendation that you be appointed Assistant Professor in the Department of _____, for a four year period, effective August 1, 201_, at an annual salary of \$_____. [OR...contingent upon completion of your doctoral degree by August 1, 201_. If the degree is not completed, you will be appointed Instructor at the salary of \$_____.] This appointment must be approved by the Board of Trustees of the University of North Carolina at Greensboro, but we have no reason to believe that approval will not be forthcoming. You will also be offered a special summer appointment of \$x,xxx.

Please add a paragraph describing the start-up provided to the candidate.

Your official appointment letter will be written by the Provost, and you should formally respond to her. I would appreciate receiving a note from you indicating your intent to accept this appointment. In order to complete your appointment paperwork you will also need to complete three online forms that are located at http://provost.uncg.edu/Academic/EPA_Personnel/forms/ (“Certification Form”, “Post-Employment Personnel Data Form” and “Direct Deposit”). After completing these three forms, please print and sign them and return them to me in the enclosed envelope. Finally, you should also ask (**specify institution where final degree was granted**) to send an official transcript to my attention.

The faculty is pleased that you will be joining us, and we look forward to our many associations.

Sincerely,

c: Dean John Z. Kiss