Date tendered:

NAME

ADDRESS

Dear TITLE & NAME:

It is with genuine pleasure and anticipation that we write to offer you an appointment as RANK (TRACK) in the SCHOOL/COLLEGE and the DEPARTMENT. This is a non-tenure track appointment. The term of the appointment is to begin on or about BEGIN DATE, and extend through END DATE. **[Use if the appointment is at the rank of full Professor:** It must be understood that the conferral of the rank of full professor is subject to the approval of the University’s Board of Governors.**]** The terms of this offer may not be modified or altered by any oral statements or representations. This offer may be modified only in writing, signed by an authorized University official.

Your salary rate will be $SALARY per ASSIGNMENT year along with a substantial and valuable body of fringe benefits, as outlined in the employment agreement.

You will be responsible to the Dean **[use if in a departmentalized unit:** and by their delegation to the CHAIR/DIRECTOR of the CENTER/DEPARTMENT NAME**]**. All duties will be performed at locations approved by the Dean and by their delegation to the chair of the department. Your duties, subject to periodic review, will include the following:

DUTIES

The University agrees to reimburse you for moving expenses for you and your immediate family in an amount up to MOVING PERCENTAGE percent the actual cost, but in no event shall the reimbursement exceed $MOVING AMOUNT. Reimbursements may be considered taxable compensation to you. Please refer to  <http://policies.wayne.edu/appm/1-3-1-2-moving-expenses.php> for additional information regarding the types of reimbursable expenses and the taxation of such reimbursements.

ADDITIONAL TERMS (IF ANY)

This offer is contingent upon the completion of a satisfactory background check that is required by University policy for this position, including, but not limited to, a criminal background check. If the University determines that your background check results are unsatisfactory, this offer shall be revoked. This offer is also contingent upon the completion of the campus health and safety requirements or request for a waiver, before your start date. These requirements can be found at <https://wayne.edu/coronavirus/vaccine-mandate>. If the University determines that the aforementioned requirement has not been satisfactorily met, this offer shall be revoked.

Once we receive your acceptance, you will be receiving an email with a link to certain personnel forms (such as Employee Data form, insurance forms, retirement eligibility forms, tax cards, etc.), which will facilitate the timely processing of your appointment and related benefits. This will facilitate the timely processing of your appointment and related benefits. Also, if you have not already provided one, we will need an official copy of the academic transcript which reflects your highest earned degree; that copy should be mailed directly to us by the institution which conferred the degree. The effective date of your employment will be contingent upon the completion of these pre-employment conditions, as well as your acceptance of the enclosed Employment Agreement.

If, as we hope, you find this offer to be satisfactory as presented, please indicate your acceptance with the SmartPath Workflow System for this letter as well as the Employment Agreement. It is recommended you download a copy of these documents for your files. An offer for which an acceptance is not received within NUMBER DAYS days of the date tendered is rescinded and becomes null and void.

Our mission is to create and advance knowledge, prepare a diverse student body to thrive, and positively impact local and global communities. We believe your experience exemplifies our mission and that our values of collaboration, integrity, innovation, excellence, and diversity and inclusion, embody with yours. We look forward to your favorable response and warmly welcome you to our Warrior community.

Sincerely,

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CHAIR DEAN

DEPARTMENT SCHOOL/COLLEGE

**(Use the following signature line if the appointment is at the rank of full professor, because it is subject to the approval of the University’s Board of Governors:**

Approved by:

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Laurie M. Lauzon Clabo, PhD   
Interim Provost and Senior Vice President for Academic Affairs