

LETTER OF INTENT / OFFER LETTER FOR RESEARCH TEACHING APPOINTMENT

August 29, 2007

[Name of applicant]
[Address of applicant]

Dear Sir/Madam:

We are pleased to offer you employment in the non-tenure track professional position of Research Teaching (post-doc) in the _____ Department, of _____ [Name of University]. This offer is made subject to approval by the State Board of Regents.

Position

The Research Teaching position carries a _____ [insert FTE service obligation] on a(n) [academic-year / fiscal-year] basis for a _____-year term beginning _____ [insert start date] and ending on _____ [insert end date].

The base annual salary for the position is USD \$_____ per year, paid in twelve (12) equal monthly installments.

Your performance, salary and responsibilities will be reviewed annually according to established University requirements and departmental / college evaluation criteria.

Offer Contingent Upon

This offer is contingent upon:

1. the availability of funding;
2. non-immigrant status and employment verification valid at [Name of University]; and
3. satisfactory annual performance appraisals.

Although every reasonable effort will be made to inform you at the earliest practicable date, post-doc employment may be terminated without further notice to you if any of these conditions is not met.

Employment Eligibility Verification

We must verify your employment eligibility, in compliance with the Immigration Reform and Control Act (IRCA) which requires every employee to complete an I-9 Form and to provide certain documents for examination. A list of acceptable documents is attached. Please submit your documentation to _____ [insert name and/or office] within _____ days of the commencement of your employment. Failure to submit IRCA documentation within that _____-day period will result in the termination of your appointment. At the time you submit your IRCA documentation, you will receive a form to complete and submit so that you may obtain your University identification card.

If you are not a US citizen or a US Permanent Resident, the _____ Department will work with the Office of International Scholar and Student Services to petition for non-immigrant status on your behalf which will authorize you for employment at [Name of University]. Their Office can be contacted at _____ [phone number] or online through their website at _____ [URL].

THIS IS A 4-PAGE DOCUMENT.