

12-MONTH

**SAMPLE OFFER LETTER  
TEACHING FACULTY I, RESEARCH FACULTY I,  
INSTRUCTIONAL SPECIALIST I OR ASSOCIATE IN RESEARCH APPOINTMENT**

Dear Dr. xxx:

I am pleased to offer you an [“in-unit” or “out-of-unit”] position on the faculty of Florida State University [“as \_\_\_\_\_ in the \_\_\_\_\_” (such as the National High Magnetic Field Laboratory) or “as \_\_\_\_\_ and (administrative title), in the \_\_\_\_\_,]. Your employment\* for the year xxxx-xxxx shall extend from \_\_\_\_\_ to \_\_\_\_\_, at an annual rate of \$XX,XXX. (If funded by contracts & grants or auxiliary, state “This appointment is funded by \_\_\_\_\_.”) This appointment is non-tenured and not tenure-earning.

This appointment is subject to the Constitution and laws of the State of Florida and the rules and regulations of the Florida Board of Governors, the Florida State University Board of Trustees, and Florida State University. Become especially familiar with the University policies on sexual harassment, outside activities, conflict of interest, and intellectual property (<http://facultyhandbook.fsu.edu>). This offer is also contingent upon your providing the necessary documents to prove your identity and employment eligibility to satisfactorily complete Form I-9 of the U.S. Citizenship and Immigration Services, which will be completed in your department at the time of employment. In addition, you will be obligated to complete the Employment Qualification Statement on Controlled Substance Conviction form as a condition of employment at Florida State University.

You are advised that under Florida law, direct deposit of salary warrants by electronic funds transfer (EFT) is mandatory as a condition of employment for all new employees. Your acceptance of this offer commits you to complete the authorization form which will be provided and submit it to FSU Payroll Services at the time of hire.

Please indicate your acceptance by signing the original and three copies of the letter and returning the original and two copies to me no later than \_\_\_\_\_, after which the offer will be considered as having been withdrawn.

Subsequent to your acceptance of this position, you will receive an assignment of responsibilities outlining your duties and responsibilities for the year. On a personal level, I warmly welcome you to our faculty and look forward to working with you as a colleague.

Cordially,

Dean (or equivalent)  
College of xxxxxxxx  
(or Principal Investigator, if granted funded)

Accepted:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

cc: VP of Faculty Development and Advancement  
Department Chair

\* If being appointed less than one year, use the following wording: “The period of employment during the year xxxx-xxxx shall extend from \_\_\_\_\_ to \_\_\_\_\_ at a period amount of \$\_\_\_\_\_, which is based on an annual rate of \$\_\_\_\_\_.”