

Date of Offer**Candidate Name****Home Address****City, State, and Zip**Dear **Candidate:**

It is our pleasure to offer you the **Position Type/Title** position in the **Department** at Louisiana State University (LSU). This is a **tenure-track/non-tenure track appointment** at **Percent Effort** full-time equivalent ("FTE") and paid on an academic year ("AY") basis. The term of appointment is effective **Start Date through End Date** with an initial AY salary of **\$Amount** and will be paid in 9 equal installments during the academic year. While your initial appointment is for a defined term, the expectation is that your employment with LSU will continue, subject to funding availability and/or satisfactory job performance. Your mandatory promotion and tenure review will occur during academic year **_____**, upon successful reappointment reviews. Tenure and promotion policies are detailed in PS-36-T (see https://www.lsu.edu/policies/ps/ps_36t.pdf). The effective date of your appointment and first day on campus will be **Date**, but this date is subject to change based on the academic calendar. The academic year begins the same day as International Student Orientation and concludes on the May commencement date; the academic calendar may be found on the [LSU Office of University Registrar's website](#). In order for the Office of Payroll to ensure nine (9) equal installment payments, your academic payroll date will be **August 15, 2022**, which will be reflected in our Workday system.

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.).

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. Please contact me if there are any questions. 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