**(Please put on your department appropriate letterhead.)**

**Updated Template Version January 18, 2017**

**NON-REGULARN Academic Hire Template BENEFIT ELIGIBLE (75% or more) FULL-TIME, UNRANKED (9 month) – Lecturers, Visiting Post Docs, Visiting Professors, Visiting Scholars, Post-Doctoral Fellow (per policy recruiting not a requirement/Post Doc max period of 4 years), etc.**

**Department Chair/Dean must sign.**

**\*Populate or remove all sections in red, as needed.**

January 18, 2017

Name/Address

Dear Name:

We are pleased to offer you the position of insert title – (non-tenure track) in the department name, Missouri University of Science and Technology. The position being offered is a regular twelve month appointment, contingent upon you presenting documents indicating identity and eligibility to work in the United States. The appointment will officially begin on September 1, 20XX and will end on May 31, 20XX. This position is renewable on a year-to-year basis at the discretion of the university and available funds. Details of the offer are as follows:

**Salary:** Baseline twelve-month salary rate of $XX,XXX (FTE).

**Duties:** Your duties will include (enter description)

If you accept this offer of employment, your appointment will be subject to all rules, orders, and regulations of the Board of Curators, including the Academic Tenure regulations, which can be found at <http://www.umsystem.edu/ums/rules/collected_rules/faculty/ch310>. Of special interest will be the section on “Faculty Bylaws and Tenure Regulations.”

As a benefit eligible employee at the university, you will be eligible to participate in a broad array of total reward programs that the university makes available including health and retirement benefits. <http://www.umsystem.edu/totalrewards/benefits>

Retirement Plans- Immediate Action Required if You Are Interested in Participating

You may want to consider enrolling in the 401(a) Supplemental Retirement Plan (SRP) or the irrevocable 403(b). **On or before your first day of employment**, you can make an *irrevocable election* in either the 401(a) SRP or irrevocable 403(b). This provides an opportunity for additional tax saving however, it is important to note that unlike other deferral options, once you have made this election it cannot be changed or stopped during your employment with the university.  Learn more about this option by emailing [voluntaryretirementplans@umsystem.edu](mailto:voluntaryretirementplans@umsystem.edu). If you wish to make an irrevocable election, it MUST be elected on or before your date of hire. If you do not wish to participate in these irrevocable options then no action is necessary on your part.

You should request that an official transcript showing the completion of your terminal degree be sent to the Human Resources Office, 113 Centennial Hall, 300 W. 12th St., Rolla, MO  65409 as soon as possible.  Failure to provide the official transcript may result in the withdrawal of the job offer.

This offer, like all offers from the University, is contingent upon a successful background check and your completion of employment-related documents, including an I-9. An e-mail will be sent to you from Hire Right to begin this process. For additional information related to the background check, please see policy HR 504, which is located in the Human Resources Policy Manual available at <http://umsystem.edu/ums/rules/hr500/hr504>.

We would be delighted if you accept our offer, and look forward to your joining our faculty. To indicate your formal acceptance of this offer on the terms described herein, please sign the enclosed copy of this letter and return the signed copy to Martha Grisham in HR, mgrisham@mst.edu, by date. If a time extension is needed, please contact me immediately.

We look forward to your positive response. If you have any questions, please contact me at phone #.

Sincerely,

Name  
Title

Name of Dean

Vice Provost and Dean of Name of College

Position No. 000XXXXX

I accept the above stated offer.

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Name Date

Revised 1/2017