

SAMPLE PROFESSIONAL OFFER LETTER

Date of Offer

Candidate Name

Home Address

City, State, and Zip

Dear Candidate:

It is our pleasure to offer you a **Title** position in the **Department** effective **Date** at an annual salary of **\$Amount**, paid on a monthly, fiscal year basis. **IF TEMPORARY, include language from Appendix A.**

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*

Appendix A

For temporary employment, use appropriate language for type of employment as referenced below:

<p>A. Annual Contracts/Defined Term Contracts</p>	<p>B. True Temporary</p>
<p>The term of appointment is effective Start Date through End Date. 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.</p>	<p>The term of appointment is effective Start Date through End Date. Please note that your appointment is for a defined term without an expectation of permanent employment.</p>
<p>Instructor General Librarian Assistant, Associate, Full Librarian Postdoctoral Researcher Senior Postdoctoral Researcher Research Associate Teaching Associate Library Associate Assistant, Associate, Full Professor of Clinical Practice Instructor, Assistant, Associate, Full Professor of Research or Extension Assistant, Associate, Full Professor of Professional Practice Assistant, Associate, Full Professor Assistant, Associate, Full Professor Full-Time Affiliate Professional in Residence Assistant, Associate, Full Curator Assistant, Associate, Full Agent</p>	<p>Adjunct Instructor, Assistant, Associate, Full Professor 2 Year Postdoctoral Researcher 2 Year Intern Intern Resident Visiting Instructor, Assistant, Associate or Full Professor Graduate Assistant Student WAE Transient Any other position with the exception of those in column A that has an end date.</p>