

Date \_\_\_\_\_

Dear \_\_\_\_\_:

I am pleased to offer you a position as a tenured (Associate Professor) Professor of \_\_\_\_\_ in the Department of \_\_\_\_\_ at Mississippi State University, beginning on August 16, \_\_\_\_\_. The salary for this nine-month, tenure-track position is \$\_\_\_\_\_ payable in semi-monthly installments over a nine or twelve month period. This offer does not include or guarantee summer employment, but it is frequently available.

The faculty workload consists of the teaching equivalent of twelve credit hours per semester and includes time allocated for teaching, research, and service. Your teaching responsibilities will be \_\_\_\_\_ classes in both the fall and spring semester. Since this is \_\_\_\_ credit hours, or \_\_\_\_ percent of the total workload, the remaining \_\_\_\_ percent of your time will be devoted to scholarly activities. Service contributions are considered an integral part of your teaching and scholarly activities and therefore are not usually designated as a separate time allocation. This workload is subject to review and can be maintained only with measurable productivity in scholarship. The most important measure of this activity is published articles in peer-reviewed journals (or insert “juried exhibit,” or “publishing a book in the field,” etc). Research grants, presentations at professional meetings, research reports, and other evidence of scholarship may also be considered.

You will receive a startup package of ... There is a clear expectation to submit grant proposals and manuscripts in the first two years in the faculty position. It is also expected that you will have begun supervision of a graduate student at the doctoral level by the beginning of the second year. ---- NOTE: if your program does not offer a doctoral degree, insert “master’s” for “doctoral.” ----

As a faculty member at Mississippi State University, you will be expected to meet the highest professional standards in your contributions to teaching, research, and service. You will be evaluated annually on your performance in these areas and that evaluation will be the basis for decisions for future salary increases. It is our expectation that full professors will have established national reputations in their field of expertise. I would be pleased to discuss the expected levels of achievement with you, and I suggest that you refer to the MSU promotion and tenure document at <http://msuinfo.ur.msstate.edu/handbook.fac/v.html> for more information and to the documents in your department and/or college.

To be tenured requires that you be a citizen of the United States or be eligible for permanent employment in this country. This offer is contingent upon nomination by the University President and approval by the Board of Trustees of State Institutions of Higher Learning. *A copy of the contract you will be asked to sign, should you accept this offer, is enclosed for your review.* As an employee, you will be required to comply with the laws of the State of Mississippi, policies of the Board of Trustees of State Institutions of Higher Learning and University policies. This offer is also contingent upon your being a United States citizen or having lawful authorization to work in the United States for the full term of the contract.

Date \_\_\_\_\_

Dr./Mr./Ms. \_\_\_\_\_

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It is my sincere hope that you will accept this offer to join our faculty. I believe that you have much to offer our program, and you will achieve professional advancement and fulfillment as a member of our department. Please notify us of your acceptance or rejection of this offer by \_\_\_\_\_. Should you decide to accept this offer, please return a signed copy of this letter to me by the above date. In addition to your acceptance, please see the attached list of required documents that must be completed prior to your employment at Mississippi State University.

Sincerely,

Name

Department Head

Approved:

\_\_\_\_\_  
Dean/Director, College/Division of \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provost and Vice President for Academic Affairs

\_\_\_\_\_  
Date

Offer Accepted: *(If funding for this position is through a grant or contract, add):*

I agree to allow the sponsoring agency access to my employment records as it is relevant to the review or audit of the project).

I am  or am not  actively contributing to the Public Employees' Retirement System of Mississippi with another agency/institution at this time (check one).

\_\_\_\_\_  
Name  
c: Department of Human Resources Management

\_\_\_\_\_  
Date

Date \_\_\_\_\_

Dr./Mr./Ms. \_\_\_\_\_

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### **Employment Information**

The below documents and completed employment forms must be submitted to your department head prior to the first day of your employment.

1. Official transcripts of all college work.
2. Completed state and federal tax forms (see enclosures).
3. An I-9 form with appropriate identification must be completed no later than three days after your initial employment date.
4. Two letters of recommendation.
5. An enhanced orientation to MSU employee benefits and services is now available at <http://www.hrm.msstate.edu/OnlineOrientation.htm> that allows newly-hired MSU employees to complete their new employee orientation online.

### **Health Insurance Information**

New employees enrolling in the State of Mississippi Health Insurance and certain other benefits must complete enrollment forms within their first 31 days of employment to ensure coverage effective with their date of hire.

Please contact Judy Spencer with Human Resources Management at (662) 325- 3713 with a date when you will be available for completion of the necessary health insurance paperwork for new employees. An orientation session will then be arranged. Failure to enroll in the health insurance plan in the first 31 days of employment will delay coverage for a substantial number of months.

### **Permanent Residency Options (if applicable)**

Note that it is important to consult with your department/unit head regarding permanent residency as early as possible to ensure that you have ample time to explore your options. Information regarding permanent residency can be accessed through the following link:

[http://www.hrm.msstate.edu/employment/HiringToolKit/PR\\_ToolKit.htm](http://www.hrm.msstate.edu/employment/HiringToolKit/PR_ToolKit.htm).