[Date]

[Name]

[Address]

[Address]

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, [Title], and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, [Title], have recommended that you be offered employment. I support their recommendation and am pleased to extend an offer to you.

[OR]

I am pleased to offer you employment with Appalachian State University (“ASU”) under the following terms and conditions.

Your employment at ASU will be subject to all policies applicable to employment positions not subject to the State Personnel Act, North Carolina General Statutes, Chapter 126, specifically, the policies contained in *Chapter 300 of The UNC Policy Manual*, approved by the Board of Governors of The University of North Carolina (the “University”), and adopted as institutional policies by the Board of Trustees of ASU, as they may be revised from time to time. The additional terms of your appointment at Appalachian State University are as follows:

1. You will serve as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Title] on a full-time basis beginning \_\_\_\_\_\_\_\_\_\_\_\_. In this position you will report to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[immediate supervisor]. You will be subject to, and responsible for adhering to, all applicable policies of ASU and the University. ASU policies may be found on the internet at http://resourcemanual.appstate.edu/. The University’s policies, including those referenced above, may be found on the internet at http://www.northcarolina.edu/policy/index.php.

2. The salary for this twelve-month position is based upon an annual salary of $\_\_\_\_\_\_\_\_\_\_\_. The salary will be paid in one-twelfth increments beginning with the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [month] payroll. Any and all payments in fulfillment of this contract are dependent upon and subject to the availability of funds to the University for the purpose set forth in this agreement.

3. Your employment at ASU is "employment at will." That is, just as you may resign from your employment with ASU at any time and for any reason, ASU may terminate your employment at any time and for any lawful reason.

4. Your compensation will be reviewed periodically, subject to any compensation policies adopted by the Board of Trustees of ASU or the Board of Governors of the University. Increases in salary, if any, for this position during your employment will be dependent on actions of the General Assembly.

5. Your holiday and leave entitlement in this position is as specified in Section VII of *The UNC Policy Manual,* Policy 300.2.1, which may be found at http://www.northcarolina.edu/policy/index.php. By acceptance of this offer, you are certifying that you have accessed the *UNC Policy Manual* and that you are knowledgeable of the appropriate sections of it that are concerned with EPA Non-faculty personnel matters.

6. Pursuant to requirements of the Immigration and Control Act of 1986 (P.L. 99‑603) Appalachian State University is required to have on file a signed copy of the Form I‑9. Since Appalachian State University is required to examine original documents to verify employability and identity, it will be necessary for you to complete all necessary documentation relative to identity and employment eligibility in the Human Resource Services Office located in Founders Hall. In separate correspondence from the Human Resource Services Office, you will be given a date by which time you will need to complete this verification process. Your failure to do so will render this contract void. The obligations of both parties under this contract are contingent upon verification of your employment eligibility through procedures required by State and/or federal law.

7. This offer of employment is also contingent upon your compliance with laws and regulations pertaining to selective service registration. You are required by law to complete the form entitled "Statement of Selective Service Registration Compliance." This form is also to be completed in the Human Resource Services Office.

8. [Include only if applicable, otherwise delete] Since support for this position is funded in whole or in part from sources other than continuing State budget funds, the continuation of your employment in this position is contingent upon the continued availability of funds from such other sources to support this position. The source of funding for this position is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*e.g*., Athletics Department receipts, a grant or sponsored research contract, trust funds, etc.]. The effect of this contingency may apply without the additional notice of intent not to renew otherwise required by Sections III.A and III.C of *The UNC Policy Manual*, Policy 300.2.1; provided, you shall be informed at the earliest practicable date of the occurrence of such a funding contingency.

We sincerely hope that you will accept this offer. If you are in agreement with the terms of this offer, please sign this letter in the space indicated, and return it to this office within ten days of the date of this letter. Failure to do so will be interpreted as a rejection of the offer set forth above. If your response is affirmative, please complete the enclosed Biographical Data Sheet and Disclosure Statement for Social Security, and return them with your signed copy of this letter. Upon receipt, we will notify our Human Resource Services Office; it will then be necessary for you to go to that office and fill out the necessary forms by the date they specify.

Sincerely,

[Hiring Authority]

Accepted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

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