

APPENDIX N-3

UNIFORM LETTER OF APPOINTMENT:

FULL-TIME LIBRARIAN

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

I am pleased to offer you (**\*subject to the approval of the Board of Trustees**) the position of full-time \_\_\_\_\_ in the Library at an annual salary of \$\_\_\_\_\_. Your work year will run from September 1, \_\_\_\_\_, through August 31, \_\_\_\_\_. Your pay year will run from \_\_\_\_\_ through \_\_\_\_\_.

**[Special conditions, if any (e.g., this appointment is contingent upon completion of degree).]**

**[\*This offer of appointment is contingent upon satisfaction of any requirements imposed under Federal laws governing immigration and naturalization.]**

This is a “tenure-track” position and is governed, as are all conditions of employment, by a collective bargaining agreement between the Board of Higher Education and the Massachusetts State College Association (MSCA/MTA). One such condition is a requirement that all member of the bargaining unit pay dues to the Association or, in lieu of dues, an agency service fee. A copy of the Agreement may be obtained in the MSCA/MTA office on campus.

If this offer of employment is acceptable to you, please sign, date, and return one copy of this letter to the Academic Affairs Office, \_\_\_\_\_, within five days. Please note that it is important for you to visit the Personnel Office on or before your first day of employment for the completion of several forms which will activate the payroll process.

All of us at \_\_\_\_\_ look forward to working with you.

Sincerely,

Vice President  
Academic Affairs

I accept the offer of employment specified above and I understand and agree to the conditions mentioned.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

[\*if applicable]