



## SAMPLE ACADEMIC ADMINISTRATOR OFFER LETTER

### USE DEPARTMENT LETTERHEAD

*Date*

*Candidate Name*

*Address*

*City, State, and Zip*

Dear *Candidate*:

It is our pleasure to offer you the *Position type and Title tenure status* position with an effective date of *Date*. This is a *percent effort* appointment with an initial base salary of *\$Amount* and an administrative supplement of *\$Amount* on a *Pay Basis*. You will hold tenure in the *Department*. As long as you are serving as *Title*, you will report directly to the *Supervisors Name*, who will be responsible for your annual evaluations and merit increase recommendations.

The employee benefits available to you are listed on the LSU Office of Human Resource Management's website ([www.lsu.edu/benefits](http://www.lsu.edu/benefits)). In addition, the University will reimburse you for your moving expenses up to *\$Amount* based on the lowest of three comparable written bids from household movers or if you choose you can contract this service through LSU's contracted relocation provider, Armstrong Relocation. As a third option, LSU can provide you with a one-time Relocation Incentive cash payment in the amount of *\$Amount*. 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 Incentive cash payments are taxable compensation subject to withholding and other appropriate deductions.

*Any other agreed upon arrangements (space, Foundation account, additional staffing, expectations of incumbent, etc.).*

It is expected that your role of *Title* will be a full-time job and you will therefore not be expected to teach in the Department, however you will be expected to participate as a regular faculty member in departmental activities. Should you no longer perform the *Title* administrative duties, your administrative supplement will be removed and your base salary will convert to a nine month pay basis (0.8182\* FY base = AY). As an AY faculty member you would report to the *Supervisor* and would be expected to take on the duties and responsibilities as assigned by the chair.

Please contact me if there are any questions. This offer is contingent upon administrative approvals and satisfactory pre-employment background check. If you decide to accept this offer, indicate your acceptance below and return to me by *Date*.

I am excited about the prospect of you joining our team and I look forward to your response.

Sincerely,

*Dean or Department Chair Name*

*Department Name*

Offer accepted: \_\_\_\_\_

*Candidate Name*