

Offer Letter Overview

When extending offers of employment for an Administrative/Professional staff position, departments are required to extend a written offer letter that includes the following items:

- For Exempt Administrative/Professional positions, Salary (presented as a monthly amount)
- For Nonexempt Administrative/Professional Positions (Operations Assistants), Wages (presented as an Hourly Rate)
- Effective date of employment
- Term of appointment (academic year or fiscal year)
- Title of position
- FTE
- Contingencies:
 - All offer letters must include a statement that the offer is contingent upon the approval of the Provost or the appropriate direct report to the President
 - Other requirements such as licensing or certifications, etc.
 - A statement that the offer letter is not intended to create a contract of employment
 - Authorization to work in the U.S.
- Moving expense reimbursement (if offered)
- Benefits package information (when applicable)
- References to policy documents, including the *Faculty and Staff Handbook*
- Information about required I-9 documentation
- Any other terms specific to the particular position being offered (for example, background checks)
- Expected response date

Offer Letter Templates can be found by clicking on the Links Below:

[Offer Letter for Management/Professional positions](#)

[Offer Letter for Administrative/Professional Assistant positions](#)

[Offer Letter for Nonexempt Operations Assistant positions](#)