Faculty, Academic Staff, and Executive Management On Call Offer Letter

(Notes in red are advisory; they are not to be included in the letter)

Dear \_\_\_\_\_\_\_\_,

On behalf of Michigan State University’s <add department/unit> I am pleased to offer you an on-call position of <add job title>. The appointment is effective for the period of <add start date> through <add end date> [CHOOSE ONE OF THE FOLLOWING:] The hourly rate for this position is $OFFERBASE. You will be required to track your time and will be paid on a BI-WEEKLY/MONTHLY basis. **OR** You will be paid on a lump sum basis. You will receive $ OFFERSUPER on a BI-WEEKLY/MONTHLY schedule. Payroll schedules may be found here: <http://www.ctlr.msu.edu/copayroll/payrollSchedules.aspx>

Reappointment of your position may be available and will be contingent upon unit/project needs, successful work performance and/or renewed funding.

Your duties will include but are not limited to: <add and describe duties>

A criminal background check is a prerequisite for all faculty and academic staff appointments at Michigan State University. This offer of appointment is contingent on satisfactory criminal background check results and a degree verification. You will be contacted by <add name> (<add position title, add email address>) to initiate the background check process.

To accept this offer, please email your acceptance letter and the signed attached documents (Attachments A – E) to <add name> (<add position title, add email address>) by \_\_\_\_\_.

Sincerely,

Name

Department/Unit

Michigan State University

Attachments:

1. Attachment A: Disclosure of Relevant Background Information
2. Attachment B: Important Information for New Faculty
3. Attachment C: University Policies
4. Attachment D: Intellectual Property Assignment and Policy Acknowledgment
5. Attachment E: Office of Regulatory Affairs Questionnaire

Acceptance of Offer:

I accept the appointment at Michigan State University as described in this letter and the attachments.

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Name Date