**Sample Letter of Offer 1 – Tenure/Tenured Faculty**

[Date]

[Name]

[Address]

Dear [Name]:

I am pleased to offer you a **[tenure, college, or research]** track position as an **[rank]** professor in the **[Department]** in the **[College]** at New Mexico State University. This position carries an **[academic or annual]** salary of $**[ ]**. The starting date is **[start date]**. The expected workload includes **[teaching, scholarly activity/research, service, and/or outreach]**. The allocation of effort for these duties will be reviewed each year.

Tenure track positions normally have a six year probationary period, therefore your tenure review date will be **[semester, year]** with tenure effective **[semester, year]**. The Administrative Rules and Procedures of NMSU ([legal.nmsu.edu/](http://legal.nmsu.edu/)) as well as the college website **[insert URL]** contains complete information on the promotion and tenure process as well as other faculty expectations.

[Include if providing moving expenses] If you accept this offer of employment, you may be reimbursed up to $**XXXX** for allowable moving expenses which will be subject to all mandatory federal and state taxes.  Please refer to Section 5A.40 of the NMSU Business Procedures Manual at [af.nmsu.edu/bpm/](http://af.nmsu.edu/bpm/)  for the established policies and procedures for reimbursement of reasonable moving expenses.  Contact NMSU Accounts Payable at 575-646-1189 for additional guidelines or visit [www.irs.gov](http://www.irs.gov) for IRS guidelines.

We will also provide startup funds in the amount of $**[ ]**. **[Include any restrictions on the start-up package, such as length of time to spend these funds]**

[Include for .75 FTE +:] NMSU values all of our employees and strives to provide a strong benefits package. This position is eligible for all available NMSU benefits, for a complete list of available benefits, please visit <http://benefits.nmsu.edu/>. To register for new employee orientation, please visit <http://neo.nmsu.edu/>. New faculty and newly benefit eligible employees must submit benefit enrollment/waiver forms within the first 31 days of initial benefit-eligible employment. If you miss your first opportunity to enroll in medical, dental, vision or flexible spending account benefits, your next opportunity will be during the next Open Enrollment period or within 31 days of a qualifying event. Other benefit plans may allow late enrollment but may be limited and proof of good health may be required. Your salary will be paid semi-monthly on the last working day of each pay period. Additional benefits that apply to you as an employee of NMSU will be explained during your orientation.

[Include for <.75 FTE:] This position is eligible for select NMSU benefits. For a complete list of available benefits, please visit <https://benefits.nmsu.edu/part-time-facultystaff-benefits/>.

Our offer of employment to you is contingent on the following:

* **[if applicable]** the completion of your **[terminal degree]** and receipt of final, official transcripts by **[date]**
* Initial and continued eligibility to be employed in the United States
	+ Upon acceptance, one of the first steps of your employment is to complete Section 1 of the electronic Form I-9. Please visit the [Electronic I-9 Completion Website](https://hrx.talx.com/ec/#/login/21536/Template/e8ce8b92-2493-4d77-b26d-6eec3e936e07) and complete Section 1 of the electronic form no later than the first day of employment. You will need the following information:

Location: **[Enter the Department Org Name]**

Start Date: **[The first day the employee begins work for pay]**

* + On **[date specified or on/before the first day of work for pay]**, you must report to **[enter name and location address]** with your original acceptable documents to be used for the verification and completion of Section 2. In compliance with E-Verify, one of your documents must include a photo.
* Successful completion of a background check
	+ Upon receipt of your signature on this offer of employment, you will receive an email from HireRight Customer Support to complete the electronic Background Verification.
* **Add any other contingencies here**

NMSU is an EEO/AA Employer. This offer of employment is contingent upon verification of identity and employment eligibility on the Form I-9, as required by the Immigration Reform and Control Act of 1986 and the results of a criminal history check. The specific terms and conditions of your position may be changed without the necessity of a written addendum to this letter of offer.

Please indicate your willingness to accept the terms of this offer by signing below and returning this to me by **[date]**. A fully executed copy will be returned to you for your files.

New Mexico State University is an exciting institution with major roles in teaching, research, and public service. NMSU has a long history of academic achievement. With a national & international reputation, NMSU is recognized as a Carnegie Foundation RU/H institution. We are delighted to make this offer and look forward to having you join our dynamic campus.

**[Insert personalized message from the person signing the letter]**

Sincerely,

**[Signature Block]**

Enclosures: [Department may modify as needed] Form W-4, NMERB Form 42, NMERB Data Form, Benefit Enrollment/Waiver Form

**Notification of Acceptance**

As indicated by my signature below, I accept employment at New Mexico State University under the conditions specified in the above letter of offer.

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

Signature                                       Date

**Sample Letter of Offer 2 – Nontenure-Track Faculty**

[Date]

[Name]

[Address]

Dear [Name]:

I am pleased to offer you a [non tenure, college, or research] track position as an **[rank]** professor in the **[Department]** in the **[College]** at New Mexico State University. This position carries an **[academic or annual]** salary of $**[ ]**. The starting date is **[start date]**. The expected workload includes [teaching, scholarly activity/research, service, and/or outreach]. The allocation of effort for these duties will be reviewed each year.

If you accept this offer of employment, you may be reimbursed up to $**XXXX** for allowable moving expenses which will be subject to all mandatory federal and state taxes.  Please refer to Section 5A.40 of the NMSU Business Procedures Manual at [af.nmsu.edu/bpm/](http://af.nmsu.edu/bpm/)  for the established University policies and procedures for reimbursement of reasonable moving expenses.  Contact NMSU Accounts Payable at 575-646-1189 for additional guidelines or visit [www.irs.gov](http://www.irs.gov) for IRS guidelines.

[Include for .75 FTE +:] NMSU values all of our employees and strives to provide a strong benefits package. This position is eligible for all available NMSU benefits, for a complete list of available benefits, please visit [benefits.nmsu.edu/](file:///%5C%5Chrfs-p1%5Chr%24%5Ccommon%5CEmployment%5CForms_Letters%5Cbenefits.nmsu.edu%5C). To register for new employee orientation, please visit [neo.nmsu.edu/](http://neo.nmsu.edu/). New faculty and newly benefit eligible employees must submit benefit enrollment/waiver forms within the first 31 days of initial benefit-eligible employment. If you miss your first opportunity to enroll in medical, dental, vision or flexible spending account benefits, your next opportunity will be during the next Open Enrollment period or within 31 days of a qualifying event. Other benefit plans may allow late enrollment but may be limited and proof of good health may be required. Your salary will be paid semi-monthly on the last working day of each pay period. Additional benefits that apply to you as an employee of NMSU will be explained during your orientation.

[Include for <.75 FTE:] This position is eligible for select NMSU benefits. For a complete list of available benefits, please visit [benefits.nmsu.edu/part-time-facultystaff-benefits/](https://benefits.nmsu.edu/part-time-facultystaff-benefits/).

Our offer of employment to you is contingent on the following:

* **[if applicable]** the completion of your **[terminal degree]** and receipt of final, official transcripts by **[date]**
* Initial and continued eligibility to be employed in the United States
	+ Upon acceptance, one of the first steps of your employment is to complete Section 1 of the electronic Form I-9. Please visit the [Electronic I-9 Completion Website](https://hrx.talx.com/ec/#/login/21536/Template/e8ce8b92-2493-4d77-b26d-6eec3e936e07) and complete Section 1 of the electronic form no later than the first day of employment. You will need the following information:

Location: **[Enter the Department Org Name]**

Start Date: **[The first day the employee begins work for pay]**

* + On **[date specified or on/before the first day of work for pay]**, you must report to **[enter name and location address]** with your original acceptable documents to be used for the verification and completion of Section 2. In compliance with E-Verify, one of your documents must include a photo.
* Successful completion of a background check
	+ Upon receipt of your signature on this offer of employment, you will receive an email from HireRight Customer Support to complete the electronic Background Verification.
* **Add any other contingencies here**

NMSU is an EEO/AA Employer. This offer of employment is contingent upon verification of identity and employment eligibility on the Form I-9, as required by the Immigration Reform and Control Act of 1986 and the results of a criminal history check. The specific terms and conditions of your position may be changed without the necessity of a written addendum to this letter of offer.

Please indicate your willingness to accept the terms of this offer by signing below and returning this to me by [date]. A fully executed copy will be returned to you for your files.

New Mexico State University is an exciting institution with major roles in teaching, research, and public service. NMSU has a long history of academic achievement. With a national & international reputation, NMSU is recognized as a Carnegie Foundation RU/H institution. We are delighted to make this offer and look forward to having you join our dynamic campus.

**[Insert personalized message from the person signing the letter]**

Sincerely,

**[Signature Block]**

Enclosures: [Department may modify as needed] Form W-4, NMERB Form 42, NMERB Data Form, Benefit Enrollment/Waiver Form

**Notification of Acceptance**

As indicated by my signature below, I accept employment at New Mexico State University under the conditions specified in the above letter of offer.

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

Signature                                       Date

**Sample Letter of Offer 3 – Department Head Position**

**[Date]**

**[Name]**

**[Address]**

Dear **[Name]**:

I am pleased to offer you a **[tenure, college, or research]** track position as an **[rank]** professor in the **[Department]** in the **[College]** at New Mexico State University. This position carries an annual salary of $**[ ]** with a Department Head Differential in the amount of $**[ ]**. If a department head reverts to a regular faculty position within the college of **[ ]**, the reversion rights will be in accordance with current Administrative Rules and Procedures of NMSU at the time of reversion and the Department Head Differential will cease. The starting date is **[start date]**. The expected workload includes **[teaching, scholarly activity/research, service, and/or outreach]**. The allocation of effort for these duties will be reviewed each year.

Tenure track positions normally have a six year probationary period, therefore your tenure review date will be **[semester, year]** with tenure effective **[semester, year]**. The Administrative Rules and Procedures of NMSU ([legal.nmsu.edu/](http://legal.nmsu.edu/)) as well as the college website **[insert URL]** contains complete information on the promotion and tenure process as well as other faculty expectations.

If you accept this offer of employment, you may be reimbursed up to $**XXXX** for allowable moving expenses which will be subject to all mandatory federal and state taxes.  Please refer to Section 5A.40 of the NMSU Business Procedures Manual at [af.nmsu.edu/bpm/](http://af.nmsu.edu/bpm/)  for the established University policies and procedures for reimbursement of reasonable moving expenses.  Contact NMSU Accounts Payable at 575-646-1189 for additional guidelines or visit [www.irs.gov](http://www.irs.gov) for IRS guidelines.

We will also provide startup funds in the amount of $**[ ]**. **[Include any restrictions on the start-up package, such as length of time to spend these funds]**.

[Include for .75 FTE +:] NMSU values all of our employees and strives to provide a strong benefits package. This position is eligible for all available NMSU benefits, for a complete list of available benefits, please visit [benefits.nmsu.edu/](file:///%5C%5Chrfs-p1%5Chr%24%5Ccommon%5CEmployment%5CForms_Letters%5Cbenefits.nmsu.edu%5C). To register for new employee orientation, please visit [neo.nmsu.edu/](http://neo.nmsu.edu/). New faculty and newly benefit eligible employees must submit benefit enrollment/waiver forms within the first 31 days of initial benefit-eligible employment. If you miss your first opportunity to enroll in medical, dental, vision or flexible spending account benefits, your next opportunity will be during the next Open Enrollment period or within 31 days of a qualifying event. Other benefit plans may allow late enrollment but may be limited and proof of good health may be required. Your salary will be paid semi-monthly on the last working day of each pay period. Additional benefits that apply to you as an employee of NMSU will be explained during your orientation.

[Include for <.75 FTE:] This position is eligible for select NMSU benefits. For a complete list of available benefits, please visit [benefits.nmsu.edu/part-time-facultystaff-benefits/](https://benefits.nmsu.edu/part-time-facultystaff-benefits/).

Our offer of employment to you is contingent on the following:

* **[if applicable]** the completion of your **[terminal degree]** and receipt of final, official transcripts by **[date]**
* Initial and continued eligibility to be employed in the United States
	+ Upon acceptance, one of the first steps of your employment is to complete Section 1 of the electronic Form I-9. Please visit the [Electronic I-9 Completion Website](https://hrx.talx.com/ec/#/login/21536/Template/e8ce8b92-2493-4d77-b26d-6eec3e936e07) and complete Section 1 of the electronic form no later than the first day of employment. You will need the following information:

Location: **[Enter the Department Org Name]**

Start Date: **[The first day the employee begins work for pay]**

* + On **[date specified or on/before the first day of work for pay]**, you must report to **[enter name and location address]** with your original acceptable documents to be used for the verification and completion of Section 2. In compliance with E-Verify, one of your documents must include a photo.
* Successful completion of a background check
	+ Upon receipt of your signature on this offer of employment, you will receive an email from HireRight Customer Support to complete the electronic Background Verification.
* **Add any other contingencies here**

NMSU is an EEO/AA Employer. This offer of employment is contingent upon verification of identity and employment eligibility on the Form I-9, as required by the Immigration Reform and Control Act of 1986 and the results of a criminal history check. The specific terms and conditions of your position may be changed without the necessity of a written addendum to this letter of offer.

Please indicate your willingness to accept the terms of this offer by signing below and returning this to me by **[date]**. A fully executed copy will be returned to you for your files.

New Mexico State University is an exciting institution with major roles in teaching, research, and public service. NMSU has a long history of academic achievement. With a national & international reputation, NMSU is recognized as a Carnegie Foundation RU/H institution. We are delighted to make this offer and look forward to having you join our dynamic campus.

[Insert personalized message from the person signing the letter]

Sincerely,

[Signature Block]

Enclosures: [Department may modify as needed] Form W-4, NMERB Form 42, NMERB Data Form, Benefit Enrollment/Waiver Form

**Notification of Acceptance**

As indicated by my signature below, I accept employment at New Mexico State University under the conditions specified in the above letter of offer.

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

Signature                                       Date