Required Components of NatSci Offer Letters

Please fill in the form below with items needed for a NatSci offer letter. Once the template has been updated, a copy will be returned for additional editing.

|  |  |
| --- | --- |
| Candidate Name, Address, Email |  |
| Rank (e.g. assistant/associate/full professor) |  |
| % of split between two departments (if applicable) |  |
| Start Date |  |
| Response to Offer Date (usually 2 weeks from date of letter) |  |
| Initial Year Salary |  |
| Startup Funds |  |
| Specifics if needed: Example - This amount includes funding for XXXXX, which you have indicated is essential for your program.  |  |
| Special Commitments |  |
| Office and Lab Space (room numbers—or at the least the building name) |  |
| Teaching How many Course Per Year? |  |
| Released from Teaching Which Semesters? |  |
| Discipline? |  |
| International or Domestic Candidate? |  |
| Staff Member Assisting with Background Check and NET ID? |  |
| How Does the Candidate Find Bylaws (website?)? |  |

Essential Components for All Letters of Offer – Affirmative Action Searches (from Faculty and Academic Handbooks):

[https://hr.msu.edu/policies-procedures/faculty-academic-staff/affirmative-action/index.html](https://hr.msu.edu/policies-procedures/faculty-academic-staff/affirmative-action/offer_letter_components.html)