**CHASS HR Services**

**Tenure/Tenure-Track Offer Letter Request Form**

Upload form and Non-Salary Deferred Compensation Form, if applicable, to the Personnel Request.

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| **Pre-Tenure Track Rank:**  Instructor (All But Dissertation, both Instructor and Assistant Professor details addressed) | | | | |
| **Legal First Name** | Click here to enter text. | | **Appointment Begin Date**  *Ex: August 16, 20XX* | Click here to enter a date. |
| **Legal Last Name** | Click here to enter text. | | **Appointment End Date**  *Ex: May 15, 20XX* [*Appointment Policy*](https://policies.ncsu.edu/policy/pol-05-20-01/) | Click here to enter a date. |
| **Address City, State, Zip Code** | Click here to enter text. | | **Appointment Basis** *(9 month unless exception granted by Dean)* | Select an item |
| **Salutation Name** *(Will follow “Dear” Ex: Dr. Smith)* | Click here to enter text. | | **Department** | Select an item |
| **Annualized Salary** *(must include both the Assistant Professor and Instructor salaries)* | **Instructor Salary** | **Asst. Prof Salary** | **Is** [**Remote Work Approval**](https://chass.ncsu.edu/intranet/wp-content/uploads/sites/6/2023/05/Remote-Work-Request-Form.docx) **Needed?** *(for 100% remote or working primarily outside of NC.* [*See policy*](https://policies.ncsu.edu/regulation/reg-05-55-11/)*.)* | Yes No  If Yes, attach Remote Work Approval form. Offer cannot be made until this is approved. |
| Click here to enter Instructor salary. | Click tap here to enter Asst. Prof salary. |
| **Project ID** | Click here to enter text. | | **Distribution %**  *(If only one project ID, distribution should be 100%)* | Click here to enter text. |
| **Building Name** | Click here to enter text. | | **Room Number (or n/a)** | Click here to enter text. |

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| **Tenure Track Rank:**  Assistant Professor or Associate Professor | | | |
| **Legal First Name** | Click here to enter text. | **Appointment Begin Date**  *Ex: August 16, 20XX* | Click here to enter a date. |
| **Legal Last Name** | Click here to enter text. | **Appointment End Date**  *Ex: May 15, 20XX* [*Appointment Policy*](https://policies.ncsu.edu/policy/pol-05-20-01/) | Click here to enter a date. |
| **Address City, State, Zip Code** | Click here to enter text. | **Appointment Basis** *(9 month unless exception granted by Dean)* | Select an item |
| **Salutation Name** *(Will follow “Dear” Ex: Dr. Smith)* | Click here to enter text. | **Reappointment** [**RPT Cycle**](https://rptonline.ncsu.edu/tenure-clock) | Click here to enter text. |
| **Department** | Select an item | **Tenure Decision** [**RPT Cycle**](https://rptonline.ncsu.edu/tenure-clock) | Click here to enter text. |
| **Annualized Salary** *(must be within approved salary range on hiring proposal)* | Click here to enter text. | **Is** [**Remote Work Approval**](https://cdn.chass.ncsu.edu/sites/busoffice.chass.ncsu.edu/hr/Remote%20Work%20Request%20Form.docx) **Needed?** *(for 100% remote or working primarily outside of NC.* [*See policy*](https://policies.ncsu.edu/regulation/reg-05-55-11/)*.)* | Yes No  If Yes, attach Remote Work Approval form. Offer cannot be made until this is approved. |
| **Project ID** | Click here to enter text. | **Distribution %**  *(If only one project ID, distribution should be 100%)* | Click here to enter text. |
| **Building Name** | Click here to enter text. | **Room Number (or n/a)** | Click here to enter text. |

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| **Tenure Rank:**  Associate Professor or  Professor | | | |
| **Legal First Name** | Click here to enter text. | **Annualized Salary** *(must be within approved salary range on hiring proposal)* | Click here to enter text. |
| **Legal Last Name** | Click here to enter text. | **Appointment Begin Date**  *Ex: August 16, 20XX* | Click here to enter a date. |
| **Address City, State, Zip Code** | Click here to enter text. | **Appointment Basis** *(9 month unless exception granted by Dean)* | Select an item |
| **Salutation Name** *(Will follow “Dear” Ex: Dr. Smith)* | Click here to enter text. | **Is** [**Remote Work Approval**](https://cdn.chass.ncsu.edu/sites/busoffice.chass.ncsu.edu/hr/Remote%20Work%20Request%20Form.docx) **Needed?** *(for 100% remote or working primarily outside of NC.* [*See policy*](https://policies.ncsu.edu/regulation/reg-05-55-11/)*.)* | Yes No  If Yes, attach Remote Work Approval form. Offer cannot be made until this is approved. |
| **Department** | Select an item | **Is** [**PRV-003**](https://provost.ncsu.edu/wp-content/uploads/2020/05/PRV-003-template-revised-2020.doc) **attached for tenure conferral?** | Yes |
| **Project ID** | Click here to enter text. | **Distribution %**  *(If only one project ID, distribution should be 100%)* | Click here to enter text. |
| **Building Name** | Click here to enter text. | **Room Number (or n/a)** | Click here to enter text. |

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| **Provide a paragraph that details specific job functions or other relevant information about the position.**  *Mandatory, must be in paragraph form for letter. Example: A faculty member’s annual responsibilities, activities, and other expectations for the position are established through a Statement of Faculty Responsibility (SFR) developed between the faculty member and the Department Head. Your responsibilities will include scholarship and publication, academic and professional service, and teaching. You will teach two courses per semester in XYZ. In Fall 20XX, you will be released from the obligation to teach one course.* |
| Click here to enter text. |

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| **Are you offering summer research salary?** Yes No *If yes, complete the yellow box below with amount and summer(s) to be paid.* |
| The department will pay you for summer research Enter specifics of amounts and summer(s) to be paid. College policy requires that you submit a summary of the work to be performed to the Associate Dean of Research and Engagement for approval. Payment for this effort must conform with the Additional Compensation Paid through the University regulation: [*http://policies.ncsu.edu/regulation/reg-05-58-01.*](http://policies.ncsu.edu/regulation/reg-05-58-01) |

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| **Are you offering a** [**relocation allowance**](https://chass.ncsu.edu/intranet/wp-content/uploads/sites/6/2023/08/Relocation-Allowance.pdf)**?** Yes No  *If yes, enter only the yellow box with amount below*. *Ensure that the* [*Non-Salary Deferred Compensation Form*](https://policies.ncsu.edu/wordpress/wp-content/uploads/2016/06/Non-Salary-Compensation-Form-fillable_FINALv2-1.pdf) *is attached.* *Note: Any amount over $3,000 is paid on department’s enhancement funds.* |
| The College of Humanities and Social Sciences will provide moving expenses (i.e. house hunting, household moving and temporary housing expenses) for relocation to North Carolina, in the amount of $Enter Amount. In accordance with IRS tax rules, relocation allowances are fully taxable to the employee and are subject to applicable payroll tax withholding. If you have questions regarding IRS tax rules related to your relocation allowance, please contact your own tax, legal and accounting advisers before signing this employment agreement. Please be advised that you will not be required to provide receipts for this lump sum relocation allowance in accordance with NC State Policy 05.15.03- Non-Salary and Deferred Compensation. The University will not be responsible for relocation expenses that exceed the amount approved as part of this employment agreement. Your department will direct you to a system used to collect detailed information and upload your banking documentation as required to receive your relocation allowance payment. |

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| **Are you offering other start up other than summer research salary?**  Yes No *If yes, enter details of other commitments in paragraph form for letter.* |
| Click here to enter text. |

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| **Return Date:**  *The return by date is approximately 2 weeks after the offer letter is dated. If you would like to deviate from that timeframe, please indicate below.* |
| Click here to enter text. |