

**SAMPLE LETTER OF OFFER FOR AGCENTER FACULTY POSITIONS**

**NOTE: The information in italics should be included only if applicable to the position.**

**Additional instructions are included in brackets and in the lefthand column. (Makes more sense if you print it out.)**

Date

Dear \_\_\_\_\_:

I am pleased to offer you the position of \_\_\_\_\_ [title] in the

Include italicized statement for extension parish positions if appropriate.

\_\_\_\_\_ [department/parish/region/station], effective \_\_\_\_\_ with an annual salary of \$ \_\_\_\_\_. *By accepting this position, you are indicating that you agree to reside in \_\_\_\_\_ Parish.*

This paragraph for extension agent appointments only

*You will serve an initial one-year probationary employment period. During that time, your performance will be closely evaluated. At the end of that period, your continuation will be based upon a satisfactory evaluation of your performance, organizational needs, and availability of funds.*

This paragraph for grant-funded appts.

*This position is funded with grant funds through \_\_\_\_\_ only. This letter is your official notice that your appointment will terminate on that date.*

This paragraph for research appointments only. Italicized information for joint teaching appointments only.

*The initial appointment is \_\_\_% research in the Louisiana Agricultural Experiment Station and \_\_\_% teaching in the LSU College of Agriculture. You will be expected to develop a research program in the area of \_\_\_\_\_. You will also be expected to develop a graduate student program and to teach a graduate level course in \_\_\_\_\_ or \_\_\_\_\_. We will provide you with limited funds to support your program of research, but you will also be expected to diligently seek grant funds to help support your research. You will also be required to submit for review and approval a research project within six months of your initial appointment date and to have an approved research project in place at all times thereafter.*

Include italicized information only for joint appointments with LSU A&M campus.

As an employee of the LSU System, you will be required to familiarize yourself with and comply with the policies and procedures governing the faculty and staff of the LSU Agricultural Center *campus and LSU and A&M campus*. If you wish to accept this position, please sign and date on the lines provided at the end of this letter and return to me immediately.

Please note that I have enclosed a booklet which explains the employee benefits requirements and options available to you. This booklet is provided to ensure that you have accurate information regarding our benefits program. Please contact our Human Resource Management Office if you have questions about this program. If you accept this offer, the HRM Office will contact you about completing your employment forms.

I await your favorable response. Please do not hesitate to call me if you have questions.

Sincerely,

Department Head or Regional Director

xc: Vice Chancellor, AgCenter HRM Office, etc.

I ACCEPT THE POSITION OFFERED ABOVE IN ACCORDANCE WITH THE TERMS STATED AND ALL APPLICABLE POLICIES AND REGULATIONS.

Signature \_\_\_\_\_  
Date \_\_\_\_\_