

[DATE]

[CANDIDATE NAME AND ADDRESS]

Dear [INSERT CANDIDATE NAME]:

It is my pleasure to offer you an appointment as [RANK], Research in the Department of [DEPARTMENT] at the University of South Alabama. This is a 12-month non-tenure-accruing appointment with the proposed starting date for your employment being on or about [DATE]. Please note that the Vice-President for Medical Affairs/Dean of the Frederick P. Whiddon College of Medicine, on behalf of the President, will provide the official academic appointment after completion of the hiring process. The hiring process includes review of references, degree verification, and completion of a background check.

The _____ and the _____ for faculty address questions you may have about rights and responsibilities of faculty, as well as information regarding USA policies and promotion/tenure guidelines. These documents are available on-line at:

- <http://www.southalabama.edu/departments/academicaffairs/facultyhandbooks.html>
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[Candidate
