

## Continuing System Specialist Offer Letter

(should be put on department letterhead)

Date

Employee Name  
& Address

Dear **employee name**:

On behalf of the **department/unit name** and the College of Agriculture and Natural Resources (CANR), I am pleased to recommend to the administration at Michigan State University (MSU) that we extend to you a **full-time/part time (100%)** appointment in the Academic Specialist continuing appointment system as a Specialist – (**Outreach, Research, Advisor, Teacher**) in the **department/unit name** to be effective **beginning date of appointment**. The appointment will be on an (**annual/academic**) year basis with the salary paid on the last working day of each month (**add “during the duty period” if AY**). The salary rate for the initial year will be **\$annual salary amount**. (**If AY appointment, add “The academic year duty period is August 16 through May 15.”**)

*(Include the following if appointment is on an annual basis)* The University’s basic appointment commitment to an academic specialist in the Academic Specialist Appointment System is for an academic year (nine-month) appointment period. Annual (twelve-month) appointments may be provided based on the mission and needs of the appointing unit or the specific duties of the position. If changes in the unit's mission, needs, or the position duties occur, a specialist appointed on an annual basis can be shifted to an academic year appointment basis, the University's basic appointment commitment, with the appropriate reduction in salary as stipulated by the regular procedure for changing appointments from an annual to academic year basis.

An academic specialist who has not served previously at the University is appointed initially in the Academic Specialist Appointment System for a probationary period of three years and may be reappointed for an additional probationary period of three years. If an academic specialist is appointed beyond the two probationary periods, continuing appointment status is granted. If at any time during these two probationary periods an academic specialist is promoted to the rank of senior academic specialist, continuing appointment status is granted. Probationary appointment periods are calculated from August 16 of the calendar year in which the appointment is effective.

A criminal background check is a prerequisite for all faculty and academic staff at Michigan State University. This offer of appointment is contingent on satisfactory criminal background check results, including degree verification. You will receive an e-mail from HireRight to initiate the background check process.

*(Include the following for all foreign nationals)* This offer is also contingent on your securing valid immigration status and work authorization before your expected start date and maintaining your valid immigration status and work authorization throughout your employment. For the limited purpose of compliance with federal export control regulations, you may be required to provide information about your citizenship status depending on the nature of your employment activities. If subject to federal export control regulations, you may also be required to maintain full-time employment status at MSU, confirm that your permanent abode throughout the period of employment is in the U.S., and sign a confidentiality agreement concerning transfer of certain technical data. Prior to beginning work, you should contact the Office of Export Control and Trade Sanctions at (517) 432-4499 or [export@msu.edu](mailto:export@msu.edu) to ensure compliance with export control requirements.

Michigan State University provides its faculty and academic staff with a variety of benefits, which are among the best in academia. Among the most important are a retirement program, health, prescription drug, dental, and life coverages. You can access benefit program information and enroll in selected benefits via the EBS portal once your MSU NetID is activated. You will have 30 days from your employment start date to enroll.

This position will .....*(list duties and expectations of position)*.

For more detailed information on Academic Specialist appointments, please refer to the Academic Specialist Handbook, found on MSU Human Resources website: <https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/academic-specialist-handbook/index.html>.

The attachments to this letter describe important issues pertaining to faculty and academic staff appointments at Michigan State University. Please read them carefully and note the signature requirement on each attachment. *(include offer letter attachments A-E)*

Please indicate your acceptance of this offer by signing below and returning to me, along with signed copies of attachments A-E, by **expected signing date**. On behalf of the **department name**, I look forward to welcoming you to Michigan State University. Feel free to contact me should you have any questions.

Sincerely,

**Chair or Director of unit**  
**Department/Unit name**  
Michigan State University  
**Phone Number**  
**E-mail Address**

I accept the appointment at Michigan State University as described in this letter.

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**Employee Name**

**Date**