(Division Letterhead)

Date

Candidate Name

Street Address

City, State Zip Code

Dear (Candidate Name):

Congratulations! We are pleased to offer you the position of (Job Iitle) at Bowling Green State University (BGSU), effective (Start Date). In this position you will report directly to (Supervisor) in the (Department/College Name). We believe your skills and experience are an excellent match for our University and look forward to you joining our team!

This appointment is conditional on a qualifying background investigation. The University reserves the right to reassess and confirm suitability for employment if the background check reveals disqualifying information. All other pre-employment requirements must be satisfied, including verification of employability on the I-9 form no later than the first day of employment.

This position is a (full OR part)-time (salaried OR hourly) position. The annual starting (salary OR hourly rate) for this position is $XXXX, to be paid (monthly on the 20th day of each month OR biweekly). The pay schedule is available on the Payroll Office website. Your compensation will be subject to deductions for federal, state and local taxes, benefits and other deductions you may authorize.

During your employment, you will be eligible to participate in benefits made generally available to employees on the same terms and pursuant to the same conditions of eligibility that apply to all similarly situated employees, including but not limited to group medical coverage, life insurance, retirement, vacation leave, and other. You can review the benefits available to full-time employees by visiting our website at <https://www.bgsu.edu/human-resources/benefits.html>. You can review the benefits available to part-time employees by reviewing the Administrative Staff Handbook at <https://www.bgsu.edu/content/dam/BGSU/human-resources/documents/resources/Handbooks/Administrative-Staff-Handbook.pdf>.

Your employment with Bowling Green State University will be on an at-will basis, which means you and the University are free to terminate the employment relationship at any time for any reason. In the event of termination, the University will provide a thirty (30) days written notice unless the termination is for cause, in which case termination will be effective immediately. Your employment at BGSU is governed by, and is subject to, the Constitution and laws of the United States, the state of Ohio and all applicable University rules, policies and procedures as those may be amended from time to time.

This letter constitutes the entire agreement of the parties, may not be modified or altered by any oral statements or representations and supersedes all prior agreements regarding your employment. BGSU is tendering this offer of employment in reliance on the accuracy of material representations you have made concerning your education, experience and qualifications. Should it be determined that any of those representations are untrue, this offer will be void and your employment terminated.

In compliance with the Clery Act, the University publishes its Security and Fire Safety Report annually. This document is posted on the BGSU Police Department website at <https://www.bgsu.edu/public-safety/campus-security-and-fire-safety-report/campus-security-report.html>. The report provides an overview of BGSU’s public safety resources, policies and procedures. This report also provides information on how you can prevent crime and increase your safety and security on campus. Please take a few moments to familiarize yourself with it.

By accepting this offer of employment, you acknowledge this position is at-will and falls within the unclassified civil service in the State of Ohio and as such does not create a property right to any position with the University or the State of Ohio. Signing this letter validates your understanding of this appointment and your acceptance of the policies and benefits of unclassified appointment.

To accept this conditional offer of employment, please sign and date where indicated below and return to me within five (5) business days from the date of this letter.

If you have any questions, please feel to contact me at (XXX) XXX-XXXX.

Sincerely,

(Name and Title)

**I have read and understand the provisions of this offer of employment from Bowling Green State University. I accept the offer and understand all conditions of employment as stated above.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date**

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| --- |
| **For Office Use Only** |
| Fund # | Dept # | Acct # | Percent (if split-funded) | Annual Salary/Hourly Rate | HR Dept # | Position Number | Full/Part Time |
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