**CURRENT DATE**

**APPLICANT NAME**

**APPLICANT ADDRESS**

Dear **APPLICANT NAME**:

This letter is to confirm your appointment as **[TITLE]** for **[DEPARTMENT]** beginning **[DATE]** and ending when the position is filled on a permanent basis, but no later than June 30, **[YEAR]**. On behalf of the faculty, students, staff, and other individuals associated with **[DEPARTMENT],** we are grateful for your willingness to serve during this transitional period.

This offer is subject to following provisions:

1. The interim head of **[DEPARTMENT]** is in addition to your responsibilities as **[TITLE]**.
2. You will receive a twelve-month salary of **[TWELVE MONTH SALARY]** to be paid in semi-monthly installments. This salary includes a fixed administrative stipend of **[STIPEND AMOUNT]**.
3. When you relinquish responsibilities as Interim Head and return to your **[TITLE]** position, your salary will be equal to your **[ORIGINAL SALARY]** plus accrued salary increases.
4. In your capacity as **[INTERIM HEAD OR DIRECTOR]** of **[DEPARTMENT]**, you serve at the pleasure of the **[DEAN OR DIRECTOR, ETC.]**.
5. You will be expected to provide leadership, management, and accountability for all aspects of the department’s programs and human, fiscal, and physical resources.

As an employee, you are expected to comply with all federal and state laws, all policies of the Board of Trustees of State Institutions of Higher Learning and all University policies. Mississippi State University policies are located on the Operating Policies and Procedures website (<http://www.policies.msstate.edu/>).

This offer is contingent upon approval by the University President. This offer is also contingent upon your being a United States citizen or having lawful authorization to work in the United States for the full term of the contract. This offer will be withdrawn if you are not authorized to work at Mississippi State University by the beginning date indicated in this offer.

You will bring to the position a level of expertise and professional judgment that will serve the department and college well. I am personally excited about working with you during this transitional period.

To indicate your acceptance, please return a signed copy of this letter within five days of receipt.

Sincerely,

**[NAME]**

**[TITLE]**

Approved:

**[NAME] [DATE]**

**[TITLE]**

Offer Accepted: **[TITLE]** of the Department of **[DEPARTMENT]** at the salary of **[SALARY]**, effective date: **[EFFECTIVE DATE]**.

**[NAME] [DATE]**

**[TITLE]**