

Sample Language for Use in Faculty Offer of Employment Letters as Appropriate -

Background Check

On behalf of Fairleigh Dickinson University, I am pleased to offer you the position of _____, contingent upon the completion of a satisfactory background check. Your starting date will be _____ (the first day of the semester in which they are hired).

In connection with the background check, I am enclosing a statement of Consumer Notification, and a Confidential Release and Waiver. Please complete and sign the Confidential Release and Waiver authorizing the background check, and return it to Judy Guido, Employment Administrator at 1000 River Road (H-DH3-05), Teaneck, NJ 07666 within seven days from the date of this letter.

Employment Eligibility

You must provide proof of your identity and employment eligibility in the U.S., as required by the Immigration Reform and Control Act of 1986. This includes completion of the enclosed I-9 Form and production of the required documentation. On your first day of work, you should bring with you whatever documentation you choose to provide.

(The I-9 must be completed within the first 3 days of employment. Keep in mind that the department designee signing the I-9 for FDU is signing under penalty of perjury that they have seen the documents presented and they appear to be authentic. Duplicated or faxed copies may not be accepted in lieu of the original documents.)

Benefits

In addition to your base salary, you will be eligible to receive the benefits that are offered to all Fairleigh Dickinson University full-time, regular faculty employees. These benefits are described in the enclosed SUMMARY OF CURRENT BENEFITS.

Employee Handbook

While the Faculty Handbook serves as a statement of the general policies and procedures of the University specific to faculty, and outlines the rights and responsibilities of faculty employment, the Employee Handbook describes University policies and procedures that govern certain aspects of your employment not included in the Faculty Handbook. A copy of the Employee Handbook is enclosed for your reference.

New Employee Orientation

In addition to the new faculty orientation program conducted by _____ College, there also will be a new employee orientation program presented by Human Resources that new faculty will be required to attend.

(1-03)