Date

Name

Dept

New Mexico State University

P.O. Box 30001, MSC \_\_\_\_\_

Las Cruces, NM 88003

Dear Name:

I am pleased to offer you the appointment of **Interim/Acting** \_\_\_\_\_\_ for the department of \_\_\_\_\_\_\_\_. As the **Interim/Acting** \_\_\_\_\_\_\_\_, you will be reporting to the \_\_\_\_\_\_\_\_. Your principal responsibilities will be to manage the day-to-day business activities of \_\_\_\_\_\_\_\_.

The effective date of this appointment is \_\_\_\_\_\_\_\_ and will end on \_\_\_\_\_\_\_\_ or when this service is no longer required. Please note that when you are returned to your regular appointment, you will be entitled to your current rate of pay plus any increase to this salary that you would have normally been eligible to receive.

Your total annual salary for this temporary **interim/acting** appointment will be \_\_\_\_\_\_\_\_. This amount will be comprised of your base salary of \_\_\_\_\_\_\_\_ and a temporary differential in the amount of \_\_\_\_\_\_\_\_. Should this position be filled as a regular position through a recruitment process, you are eligible to apply but will be required to follow the standard recruitment process as an applicant. The salary you are receiving for this temporary **interim/acting** appointment will not be a determining factor in establishing the salary for the regular appointment, if offered to you.

As a condition of employment at New Mexico State University, you agree to uphold ethical standards appropriate to your position, including, but not limited to, standards applicable to conflicts of interest and conflicts of commitment as defined by university policies.

Please indicate your willingness to accept the terms of this offer by signing below and returning this to me no later than \_\_\_\_\_\_\_\_.

Sincerely,  **Notification of Acceptance**

As indicated by my signature below, I accept employment at New Mexico State University

Name as specified in this letter of offer.

Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                                    Signature – \_\_\_\_\_\_\_\_ Date

cc: Personnel File