**Optional Offer Letter Template Language**

**Candidate has ‘All But Dissertation’ for Terminal Degree**

This faculty position requires completion of the terminal degree. It is expected that documentation, in the form of an original transcript or education evaluation, of your completed terminal degree will be submitted to Human Resources – Faculty Support Services (HR-FSS) no later than your employment effective date. If it is not submitted to HR-FSS by this date, you will be placed in a limited-term, non-contracted faculty position at the corresponding rank for up to nine months (or the remainder of the academic/fiscal year), pending approval of the Executive Vice President for Academic Affairs and Provost. If you receive your terminal degree within this period, you will be appointed retroactively to a regular, contract faculty position within the academic/fiscal year in which the degree was received. Note that this may require a re-recruitment of the position, depending on immigration regulatory requirements. Evidence of degree completion or award, in the form of an original transcript or education evaluation, should be forwarded to HR-FSS as soon as available. If your terminal degree documentation is not submitted to HR-FSS within nine months (or the remainder of the academic/fiscal year), depending on the effective date of hire, your limited-term faculty appointment will be terminated.