March 9, 2017

Name
Address
City, State Postal Code

Dear [Name]:

On behalf of Washington State University, the [Department name] and the [College name], we are pleased to offer you a [9-month/12-month] appointment as [title] at [location] at a salary of [$] per year, or [$] per month, with a start date of [date]. Your appointment is for a [full-time/part-time]position. Consideration of your application for tenure will begin as soon as possible after your acceptance of this position. This offer and your acceptance are conditional upon the granting of tenure.

Tenured faculty members at Washington State University are expected to teach and advise students at both the undergraduate and graduate levels; conduct a program of independent, collaborative, and/or cross-disciplinary peer-reviewed, scholarship; pursue internal and external grant funding; and provide service to the department, college, university, public and/or profession. Please note that instructional assignments may be conducted face to face or over electronic media and that assignments to teach specific courses may vary from year to year depending on the needs of the Department and/or College. [*Insert more specific information when available. For example*, “The current teaching load in [name] department is [number of courses or credits] per semester. You may take a one course reduction in any semester during your first three years on the faculty.” *If your college specifies workloads, please add that sentence here. For example*, “Your current workload distribution will be approximately --% teaching, --% scholarship, and --% service.”] Expectations for performance may change over time. Significant changes in expectations will be communicated to you in writing.

[*Insert details of start up package, including the date by which the funds must be expended. Indicate the location of the laboratory if there is a laboratory and if the location is known. Be sure to indicate that this is the “current” lab space. Please indicate that startup funds must be spent according to current University rules.*]

[*Insert details of moving expenses if there are any.* ***Please include the following language***, “Money allocated to you for moving expenses must be spent in accordance with the WSU *Business Policies and Procedures Manual (BPPM* *70.60 and 70.61)*. In accordance with *BPPM 70.61*, if you terminate your employment or cause termination with WSU for reasons other than disability separation, or other good cause within one year of your employment date, you will be responsible for repaying the University the full amount of your relocation compensation.”]

To assist you in making your transition to the University, you are strongly encouraged to attend New Faculty Orientation. This year’s Orientation will be held in Pullman on [date]. Please contact your [department chair/school director/academic director] for details of the schedule.

Human Resource Services (HRS) offers New Employee Orientation and Employee Retirement Orientation sessions for new employees. Please attend orientations to comply with benefit enrollment deadlines. Orientation schedules are located on the HRS website, [hrs.wsu.edu/neo](http://www.hrs.wsu.edu/neo).

As a new WSU employee you will be required to complete training regarding prevention of discrimination and sexual harassment within six months of your date of hire.  Information regarding this training is available at the following web site:  [hrs.wsu.edu/dshp](http://hrs.wsu.edu/dshp).

The current *Faculty Manual*, and its revisions by the WSU Board of Regents, is the official guide to policies and procedures, and its provisions are conditions of employment. The *Faculty Manual* should be consulted and followed in resolving questions regarding your appointment. You may access the *Faculty Manual* at the following website: [facsen.wsu.edu](http://facsen.wsu.edu).

The Washington State University Intellectual Property policy, which is included in the *Faculty Manual* and is a condition of your employment, provides that certain intellectual properties developed within the scope of the faculty members’ employment or association, or developed with substantial use of university facilities, or developed under third party funding agreements are considered to be the property of the University. For any intellectual property in which the University has an interest, the faculty member is hereby agreeing to execute promptly all assignments, waivers and other legal documents necessary to vest in the University or its assignee any and all rights to the intellectual property.

[*The paragraph is optional*: Current university policy allows faculty members to devote the equivalent of one day per week for each week worked to private consulting activities. Consulting must not interfere with the faculty member’s normal duties and must be consistent with state law and university policy. Consulting activities must be disclosed promptly to the department chair or school director and reported annually, on a standard form, to the chair/director, dean and provost.]

Washington State University employs only U.S. citizens and lawfully authorized non-U.S. citizens.  This offer is contingent upon you securing, prior to the start of your employment, appropriate visa status and work authorization. All new employees must show employment eligibility verifications as required by the U.S. Citizenship and Immigration Service to comply with the Immigration Reform and Control Act. See the enclosure for types of documentation required. You will need to show this documentation to your department office within three (3) business days after duties begin. Failure to do so will result in termination of employment.

Please send official copies of your graduate transcripts to [recipient]. To find information on health insurance and benefits offered to WSU employees, please see the Human Resource Services, [hrs.wsu.edu/benefits](http://www.hrs.wsu.edu/benefits).

WSU is committed to providing equal opportunity in education and employment, and in all aspects of university activities. A critical element of our commitment to diversity lies in our ability to collect and assess student and employee demographic data. Your response to the voluntary WSU Employee Demographic Information Survey would be very helpful in our efforts to create a rich and inclusive community for all at WSU. Visit the Office for Equal Opportunity’s website at [oeo.wsu.edu/eeo-aa-compliance/](http://oeo.wsu.edu/eeo-aa-compliance/) for more information and to complete the survey.

The faculty of the Department of [name] are delighted that you have chosen to pursue your career at Washington State University. Please notify us of your decision by returning a signed copy of this offer letter by [date] to [recipient and recipients address]. [He/she] needs your original acceptance to place in the permanent university records and to approve your name for the university payroll. You should retain a copy for your records. Thank you for replying at your earliest convenience.

Sincerely,

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

[Name] [Name]

[Vice Chancellor of Academic Affairs] Department Chair

[Name of Campus] Department of [name]

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

[Name] Daniel J. Bernardo

Dean Provost and

College of [name] Executive Vice President

I, [name]

\_\_\_\_\_\_\_\_\_\_ Accept \_\_\_\_\_\_\_\_\_\_ Decline

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

Signature Date

Encl: Departmental Tenure and Promotion Guidelines

 College Tenure and Promotion Guidelines

 I-9 List of Acceptable Documents

cc: HRS Personnel File

 HRS Employment Services Unit

