Hand Delivered or Regular Mail

September 30, 2016

Name

Address

City, State Postal Code

RE: Lecturer Appointment

Dear Name:

On behalf of the Area/College, I am pleased to offer you an appointment with Washington State University (WSU). The terms of the offer are as follows:

**Title:** Summer Session Faculty (0215)

**Location:** This position is located on the Vancouver campus of WSU

**Appointment:** As a Summer Session Faculty member you will be responsible for instructing the following classes: “Course Title” for a total of X credit hours. You will be compensated a total salary of $X,XXX.00.

**Overtime**

**Eligibility:** Overtime Ineligible – You are to document leave activity by completing and certifying the Leave Report as described in the Business Policies and Procedures Manual 60.63. OR Overtime Eligible – You are to track hours worked and leave taken by completing and certifying the Time Report as described in the Business Policies and Procedures Manual 60.60.

**FTE:** XX% Full-time academic workload (FTAW)
Full-time academic workload for a Lecturer is 15 credit hours per semester

**Effective Dates:** This appointment is effective Date to Date, Summer Session 2012, Track A. In accordance with the WSU *Faculty Manual*, Section V. K. 1, this appointment will end on the date specified unless positive action is taken to renew your appointment.

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 where applicable in resolving questions regarding your appointment. You may access the *Faculty Manual* at the following website: <http://facsen.wsu.edu/faculty_manual>.

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.

**PEBB Benefit Eligibility Information:**   Human Resource Services (HRS) will review your appointment to determine if you are eligible for benefits.  If ineligible, you will be notified via the conditions statement on your Personnel Action Form.  If eligible, you will receive an informational packet from HRS-Pullman.

You may access PEBB rules and guidance on this decision through the PEBB website, [pebb.hca.wa.gov](http://www.pebb.hca.wa.gov), specifically WAC 182-12-114 (employee eligibility for benefits) and 182-12-131 (maintaining the employer contribution).  If you have a change that affects your eligibility for benefits, Human Resource Services (HRS) will notify you.  You have the right to ask HRS to re-evaluate your eligibility at any time.

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:  <http://hrs.wsu.edu/dshp>.

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 <http://oeo.wsu.edu/eeo-aa-compliance/> for more information and to complete the survey.

Please return a signed copy of this letter indicating if you accept or decline this offer of appointment to Name. A reply is requested at your earliest convenience, but no later than within 10 business days of receipt of the letter. Retain a copy of it for your records.

The faculty of the Area/Department, are delighted that you have chosen to pursue your career at Washington State University.

Sincerely,

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[A list of appointing authorities can be found at <http://hrs.wsu.edu/managers/appointing-authority/>]

Appointing Authority Name

Title

cc: Appropriate Area/Department Representative(s)

 HRS Personnel File

 HRS Employment Services Unit

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| --- |
|   Accept Decline  |
|  Name Date |
|  |