HAND DELIVERED OR REGULAR MAIL

Date

NAME

ADDRESS

CITY, STATE ZIP

Dear NAME,

It is our pleasure to offer you a(n) TITLE position with the COLLEGE/AREA within Washington State University (WSU) effective DATE. The TITLE appointment is for a XX% FTE, 12-month, non-tenured faculty position and an initial five-year contract.   The nature of your TITLE administrative appointment is that you serve at the pleasure of the Dean and Provost, regardless of term.  Based on satisfactory performance and mutual agreement the appointment(s) may be renewed.

Your salary during this administrative appointment will be $x,000.00/month. As the TITLE with the COLLEGE/AREA you will report to the Dean. Your duties will include, but are not limited to, providing leadership and oversight for the DEPARTMENT.

When your administrative appointment ends, you will return to a 9-month academic position within the DEPARTMENT at the rank of TITLE and your academic base salary will be $XXX,000, plus any adjustments that may have been applied to the base academic year salary during your appointment(s) as TITLE. Per BPPM 60.56, you will also be required to use any unused accrued annual leave within one year to avoid loss of earned leave.

The current *Faculty Manual*, in its current form and as it may be revised in the future, is a primary resource for policies and procedures regarding faculty, 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:  <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 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.

NAME, we look forward to the positive impacts of your leadership and thank you for your continued service to WSU.

Sincerely,

NAME, Dean

COLLEGE/AREA

cc: Daniel Bernardo, Provost and Executive Vice President

HRS Personnel File