HAND DELIVERED or REGULAR MAIL

January 17, 2018

Name  
Address  
City, State Postal Code

RE: Temporary, Non-Tenure Track Faculty Appointment

Dear Name:

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

**Title:** Official Title

**Location:** This position is located on the Pullman campus of WSU [alter to specific location plus potential assignment other location/campus as required]

**Appointment:** The appointment is 12months/ 9months, temporary, non-tenure track, Faculty rank

**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:** 1.0 Full-time equivalency

**Salary:** $xx,xxx on an annual/academic year basis

**Effective Dates:** The temporary appointment is effective Date through Date 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. Accumulated annual leave must be used prior to the termination date, unless you obtain a written exception from your appointing authority.

**Relocation:** [In accordance with [BPPM 70.60](http://public.wsu.edu/~forms/HTML/BPPM/70_Purchasing/70.60_Relocation_Expense_Overview.htm), if the position is supported by sponsored funds **and** the sponsor agrees to pay **and** you have prior authorization from your college/area administrator that it is appropriate] The College/Department will commit a maximum of $X,XXX toward your relocation expenses. Reimbursement for the relocation will be as per WSU policies and the State of Washington policies.

WSU employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must provide identity and employment eligibility verifications as required by the U.S. Citizenship and Immigration Service to comply with the Immigration Reform and Control Act. See the attached List of Acceptable Documents. You will need to complete Form I-9 no later than the first day of employment and provide acceptable documents no later than the third business day of employment.

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 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.

**New Employee Orientation**

Human Resource Services (HRS) offers New Employee Orientation and Employee Retirement Orientation sessions for new employees.   Please check with your department to see if you are scheduled to attend NEO.  If it is determined that you are eligible for benefits, please attend orientations to comply with benefit enrollment deadlines. New Employee Orientation schedules are located on the HRS website, [hrs.wsu.edu/neo](http://www.hrs.wsu.edu/neo). For information on new faculty orientation, contact the Director/Chair of your department.

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).

Please return a signed copy of this letter indicating if you accept or decline this offer of appointment to Name, Title, Mailing Address. A reply is requested at your earliest convenience, but no later than Date. Retain a copy of the letter for your records.

Human Resource Services (HRS) offers orientation sessions for new employee and new benefits orientation sessions. Please attend a benefits orientation to comply with benefit enrollment deadlines. Orientation schedules are located on the HRS website, [hrs.wsu.edu/neo](http://www.hrs.wsu.edu/neo). For information on new faculty orientation, contact the Director/Chair of your department.

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 College/Department are delighted that you have chosen to pursue your career at Washington State University.

Sincerely,

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[Name] [Name]

[Vice Chancellor] Department Chair/ Head

[Name of Area] Department of [name]

Encl: U.S. Citizenship and Immigration Services required documentation

cc: Appropriate College/Department representative(s)

HRS Personnel File

HRS Employment Services Unit

Accept Decline

Name Date

