HAND DELIVERED or REGULAR MAIL

January 18, 2018

Name
Address
City, State Postal Code

RE: Visiting Scholar/Adjunct Faculty Appointment

Dear Name:

On behalf of the Area/College at Washington State University (WSU), I am pleased to extend an invitation to you to serve as a Visiting Scholar/Adjunct Faculty in the Department. This letter outlines your status, rights, and responsibilities. The terms of the offer are as follows:

**Title:** Official Title [must be consistent w/ visiting or adjunct status. Do not invent titles. Refer to the Faculty Manual.]

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

**Appointment:** This is a courtesy appointment awarded to persons visiting Washington State University or working as adjunct faculty. Status as a Visiting Scholar/Adjunct Faculty enables you to participate generally in the scholarly and scientific life of WSU.

**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.

**Effective Dates:** The appointment is effective Date through Date.

[This language is added only on paid appointment letters – do not include this paragraph if not on a paid appointment.] 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 Visiting Scholar and Adjunct Faculty Guidelines (attached) and the current *Faculty Manual*, in its current form and as it may be revised in the future, are the primary resources for policies and procedures, and its conditions are provisions of employment. You may access both the Guidelines, and the *Faculty Manual* at the following website: <http://facsen.wsu.edu/faculty_manual>.

The University strives for excellence in research and all sponsored or non-sponsored research will adhere to federal, state laws and WSU regulations. Responsible conduct of research is described at: [orso.or.wsu.edu/guidelines/guideline8.pdf](http://orso.or.wsu.edu/guidelines/guideline8.pdf).

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 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). 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).

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,

[A list of appointing authorities can be found at [hrs.wsu.edu/managers/appointing-authority/](http://hrs.wsu.edu/managers/appointing-authority/)]
Appointing Authority Name
Title

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

cc: Appropriate College/Department representative(s)

 HRS Personnel File

 HRS Employment Services Unit

**Acknowledgement and Acceptance**:

I accept your invitation for appointment as a/an Visiting Scholar/Adjunct Faculty at Washington State University and agree to adhere to all of the rules and regulations of the University and the laws of the State of Washington, as they currently exist or as they may be amended from time to time.

 Accept Decline

Name Date

