

**Human Resource Services  
New Tenure and Tenure Track Faculty  
Pre-academic year appointment Guidelines**

**These guidelines apply to New Tenure and Tenure Track Faculty on nine month/academic year appointments.**

This “*pre-academic year*” appointment process allows new Tenure and Tenure Track Faculty the ability to familiarize and orientate themselves with their college, academic department and to prepare for the start of the academic year.

All departmental requests for new tenure track faculty to precede their regular appointment with a “*pre-academic year*” appointment require prior authorization and approval from the Dean.

New Tenure and Tenure Track appointments approved for *pre-academic year* appointments are:

- Paid FTE appointments (*not faculty timecard*)
- Paid at their regular academic year salary rate prorated to their pre-academic appointment FTE.
- For the pre-academic appointment, the FTE may be reduced from their regular academic year appointment but not less than .50 FTE
- Benefit eligible (*since the pre-academic year appointments will be .50 FTE or more and since there is the knowledge of an ongoing appointment starting with the academic year*)
- Pre-academic year tenure/tenure track appointments must utilize **0395 / New Tenure Track-Summer** title code/title. This title is used only for newly hired tenure track faculty who are beginning their appointment prior to August 16<sup>th</sup>.
- Pre-academic year appointment start dates are to coincide with the beginning of a normal pay period (June 1, June 16, July 1, July 16, August 1)
- Pre-academic year appointments will be created through PERMS effective with one of the above start dates and ending on August 15.
- The Academic Year appointment will also be created through PERMS with effective start date of August 16. Departments may complete both PERMS actions at the same time.

**Notification to HRS**

Academic Areas must provide Lori Miller, HR Analyst, with a list of faculty who will be appointed to a *pre-academic year appointment* no later than May 16.

**Notification to new Faculty**

Utilize the offer letter template or addendum from HRS to notify the faculty member of this appointment. Please provide a copy to HRS for the personnel file.

**Benefits**

HRS will use the list provided by the academic areas, as well as the copy of the offer letter, to provide these new faculty members with their benefits packet. Historically summer appointments that preceded the academic appointment did not trigger benefit eligibility. If HRS has proof of an ongoing appointment for the academic year, WSU is able to offer benefits based on the pre-academic appointment.

**I-9**

In order for the employee to be hired, Form I-9 must be completed following federal requirements. Section 1 must be completed by employee no later than the 1<sup>st</sup> day of employment and Section 3 must be completed by the department within 3 business days of start date of appointment

**New Employee Orientation and Benefits Orientation**

HRS has scheduled additional new employee and benefits orientation sessions to accommodate the pre-academic year appointments.