ADD Delivery Method

November 2, 2023

Name   
Address  
City, State Postal Code

RE: Visiting Appointment

Dear Name:

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

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

**Location:** This position is located 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. Status as a Visiting Faculty enables you to participate generally in the scholarly and scientific life of WSU.

**Overtime**

**Eligibility:** Overtime Ineligible – This position is ineligible for overtime. You are to document leave activity by completing and certifying time off and leave requests via Workday. OR Overtime Eligible – This position is eligible for overtime. You are to track hours worked and time off or leave taken via Workday.

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

FTE: XX% Full-time equivalency

**Effective Dates:** The appointment is effective Date through Date. In accordance with the WSU *Faculty Manual*, Section III.E.1, this appointment will end on the date specified unless positive action is taken to renew your appointment.

Washington State University employs only U.S. citizens and lawfully authorized non-U.S. citizens. Visiting faculty must show employment eligibility verifications as required by the U.S. Citizenship and Immigration Services to comply with the Immigration Reform and Control Act. See the enclosed List of Acceptable Documents.This offer is contingent upon you securing, prior to the start of your employment, appropriate visa status and work authorization. You will need to show this documentation to your department office within three business days after duties begin. Failure to do so will result in termination of your employment. The Office of International Programs Scholar Services is the main point of contact for any questions related to work visa sponsorship at WSU. Questions regarding visa sponsorship can be directed to IP via email at [ip.intlservices@wsu.edu](mailto:ip.intlservices@wsu.edu) or 509-335-4508.

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.  Of note, the disciplinary process/procedures included in the Faculty Manual may result in being placed on unpaid leave during the pendency of the matter. The *Faculty Manual* should be consulted and followed in resolving questions regarding your appointment. The *Faculty Manual* can be found on the [Faculty Senate website](https://facsen.wsu.edu/).

Washington State University Intellectual Property policy, which is included in the *Faculty Manual* and is a condition of your Visiting Faculty appointment, 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. To the extent it applies, the Intellectual Property policy is a condition of your Visiting Faculty appointment. By your acceptance of this appointment, you hereby assign to the University, to the extent possible, any intellectual property in which the University has an interest, as defined by the *Faculty Manual*. You further agree 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, including the Intellectual Property and Proprietary Information Agreement for Visiting Personnel Using WSU Facilities.

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 can be reviewed under the [Office of Research Guideline #8](https://orso.wsu.edu/documents/2018/02/guideline-8.pdf/)

**PEBB Benefit Eligibility Information:**   Human Resource Services (HRS) will review your appointment, and past appointment history, to determine if you are eligible for benefits.

* If ineligible, you will be notified on either a Temporary Employment Statement or Benefit Acknowledge Form which you can access in Workday.
* If eligible, you will receive a notice of benefit eligibility email in your Workday inbox, and need to make your benefit elections within 30-31 days from your hire date. Failing to address your benefit elections will result in default enrollments with associated premiums/contributions activated. If you feel you are eligible and have not received the notice within your first week, please contact HRS Benefits at 509-335-4521.
* HRS offers New Employee Orientation and Employee Retirement Orientation sessions for new employees. Available on-demand by searching for “Orientation” after you log into your [online learning account](https://hrs.wsu.edu/training/new-employee-training/).

To review the benefit eligibility rules, and to access PEBB rules and guidance on the eligibility determination made by Human Resource Benefits Service, visit the [Health Care Authority (HCA) website](https://www.hca.wa.gov/), specifically [WAC 182-12-114](https://apps.leg.wa.gov/wac/default.aspx?cite=182-12-114) (employee eligibility for benefits) and [WAC 182-12-131](https://app.leg.wa.gov/wac/default.aspx?cite=182-12-131) (maintaining the employer contribution). Future employment changes or appointments will be reviewed, and if they affect the current eligibility determination for benefits, Human Resource Services Benefits will notify you.  You have the right to ask HRS Benefits to re-evaluate your eligibility at any time.

Human Resource Services (HRS) offers online New Employee Orientation and Employee Retirement Orientation sessions for new faculty members. Please attend orientations so that you can comply with benefit enrollment deadlines.  Visit [https://wsu.percipio.com](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwsu.percipio.com%2F&data=05%7C01%7Czwilson%40wsu.edu%7Caf151dd405e249cd979508dbd746115f%7Cb52be471f7f147b4a8790c799bb53db5%7C0%7C0%7C638340468164582314%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=2Ct4frS%2BIAN%2F0c6oHbSsLomq9tLGCYkxO5bv1tljJD0%3D&reserved=0) to access the online sessions, searching for Employee Benefits Orientation, and New Employee Retirement Orientation for Faculty and Administrative Professions.  Other information on health insurance, benefits and retirement offered to WSU employees, can be found at [https://hrs.wsu.edu/employees/benefits/new-employee-information/](https://hrs.wsu.edu/employees/benefits/new-employee-information/ )

Benefit eligible positions have 31 days to elect medical benefits and 30 days to elect retirement; you will receive a notice in your Workday inbox to make your elections. If you have not received the notice within your first week, or have questions about your benefits package, please contact HRS Benefits at 509-335-4521. [New Employee Benefits](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fhrs.wsu.edu%2Femployees%2Fbenefits%2Fnew-employee-information%2F&data=05%7C01%7Czwilson%40wsu.edu%7Caf151dd405e249cd979508dbd746115f%7Cb52be471f7f147b4a8790c799bb53db5%7C0%7C0%7C638340468164582314%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=87fYXSSaVe2eTkFagsV0O0vAVhDiRcSgG5VjhF7F9vM%3D&reserved=0)

You are expected to complete required trainings within the established deadlines. WSU-Required Training and deadlines can be found on the [Human Resource Services training site](https://hrs.wsu.edu/training/new-employee-training/) and in the compliance section of [Percipio](https://hrs.wsu.edu/training/new-employee-training/) the WSU training platform. Questions regarding training requirements may be directed to your supervisor or [hrstraining@wsu.edu](mailto:hrstraining@wsu.edu). Pursuant to [RCW 28B.112.080](https://app.leg.wa.gov/RCW/default.aspx?cite=28B.112.080), you were required to complete a sexual misconduct declaration.  Failure to provide complete and accurate information may affect final employment, up to and including withdrawal of offer of employment.

WSU is committed to providing equal opportunity in education, 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, including employee self-identity. Your response to the voluntary WSU Employee Demographic Information Survey within Workday assists our efforts to create and maintain a rich and inclusive community for all at WSU. Visit the [WSU Compliance and Civil Rights](https://ccr.wsu.edu/) website for more information. You will be given the opportunity to provide demographic data when performing Onboarding tasks within Workday.

Please return a signed copy of this letter indicating if you accept or decline this offer of appointment to Name, Title, Mailing and E-Mail Address. We need your original acceptance to place in the permanent university records and to approve your name for the university payroll. A reply is requested at your earliest convenience, but no later than Date. Please retain a copy of the letter for your records.

Please return a signed copy of this letter indicating if you accept or decline this non-paid visiting offer Name, Title, Mailing Address/email address. A reply is requested at your earliest convenience, but no later than [Date]. Please retain a copy of the letter for your records.

Once the offer is accepted, NAME [HR Partner/admin manager] will be contacting you via phone to obtain personal identifying information in order to complete the hire process.

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

Sincerely,

Name, Chair/Director Appointing Authority Name, Title

Department/School Name College of Name

Campus Appointing Authority Name, Title

Name of Campus

Encl: U.S. Citizenship and Immigration Services required documentation  
Intellectual Property and Proprietary Information Agreement for Visiting Personnel Using WSU Facilities

cc: Appropriate College/Department representative(s)  
HRS Personnel File

**Acknowledgement and Acceptance**:

I accept your invitation for appointment as a Visiting [TITLE] 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. I specifically acknowledge and accept my responsibilities with regard to Intellectual Property, as defined above. I have also completed the Intellectual Property and Proprietary Information Agreement for Visiting Personnel Using WSU Facilities.

I, [NAME]

Accept Decline

Signature Date