UPDATE DELIVERY METHOD

January 18, 2024

Name
Address
City, State Postal Code

RE: Non-Paid [Title] Appointment

Dear Name:

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

**Title:** Official Title |please review titles in the Faculty Manual or consult with HRS.]

**Business Title:** Add if applicable

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

**Reporting to:** [Name, title]

**Appointment:** This is a courtesy appointment awarded to persons visiting Washington State University. Status as a [Title] enables you to participate generally in [the teaching, scholarly and/or scientific life of] WSU.

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

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 your appointment.  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/%22%20%5Ct%20%22_blank%22%20%5Co%20%22https%3A//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/).

You are expected to complete required trainings within six months of the start of your employment. Information about WSU-Required Training can be found on the [Human Resource Services Learning and Organizational Development](https://hrs.wsu.edu/training/new-employee-training/) website and required courses will be assigned to you in [Percipio](https://wsu.percipio.com/). Questions regarding training requirements may be directed to your supervisor or 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 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 onboarding process.

The faculty of the Department/School and the College are delighted that you have chosen to visit 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: Intellectual Property and Proprietary Information Agreement for Visiting Personnel Using WSU Facilities

cc: Appropriate College/Department representative(s)

**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

Name Date