Add Delivery Method

January 12, 2024

Name   
Address  
City, State Postal Code

RE: Visiting [Faculty Title] Appointment

Dear Name:

On behalf of the Area/College at Washington State University (WSU), we are pleased to renew your [Faculty Title] 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 [Faculty Title] enables you to participate generally in the scholarly and scientific life of WSU.

**Overtime**

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

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.

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

FTE: XX% Full-time equivalency

**Effective Dates:** The fixed-term 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.

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/" \t "_blank" \o "https://facsen.wsu.edu/).

Washington State University Intellectual Property policy, which is included in the *Faculty Manual* and is a condition of your Visiting 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 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/)

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 offer of appointment to Name, Title, Mailing Address/email address. A reply is requested at your earliest convenience, but no later than Date. Retain a copy of the letter for your records.

The faculty of the Department/School and the College are delighted that you have chosen to continue 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

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

**Acknowledgement and Acceptance**:

I accept your invitation for appointment as a/an Visiting [Insert Faculty Title] 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.

Accept Decline

Name Date