ADD Delivery Method

March 19, 2024

Name  
Address  
City, State Postal Code

RE: Short-Term, Non-Tenure Track Faculty Appointment

Dear Name:

On behalf of the Department/School and the College, we are pleased to offer you an appointment with Washington State University (WSU). The terms of the offer are as follows:

**Title | Title Code:** Official Title | Title Code

**Position Number:** xxxxx

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

**Appointment:** The appointment is 9-month academic/12-month annual, fixed-term, non-tenure track, Faculty rank

**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.

**FTE:** ###% Full-time equivalency

**Salary:** $XX,000 on an academic/annual year basis

**Workload:** Your workload distribution is approximately [ADD]

**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. [ADD for 12-month annual appointments only| Accumulated annual leave must be used prior to the termination date, unless you obtain a written exception from your appointing authority. ]

*[Insert details of moving expense if applicable]* The university will provide relocation compensation in the gross OR net amount of $XXXX.XX, in accordance with university policy. In accordance with Business Policies and Procedures Manual (BPPM) [55.62,](https://policies.wsu.edu/prf/index/manuals/business-policies-and-procedures-manual/bppm-55-62/) if you terminate your employment or cause termination with WSU for reasons other than layoff, disability separation, or other good cause within [the first term of your appointment (##-month term), OR one year from the date of employment], you will be responsible for repaying the University the full amount of your relocation compensation

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

The Washington State University Intellectual Property policy, which is included in the Faculty Manual and is a condition of your employment, 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. By your acceptance of this position, you hereby assign to the University any intellectual property in which the University has an interest, as defined by the Faculty Manual, and 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.

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](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.

Human Resource Services (HRS) offers online New Employee Orientation and Employee Retirement Orientation sessions for new faculty members. Once your hire has been fully processed in Workday, you will have access to Percipio, WSU’s Learning Management System.  You are encouraged to attend campus specific orientation; registration for campus specific orientation can be found in the New Employee Channel in Percipio once your access is granted. Percipio can be accessed at [wsu.percipio.com](https://wsu.percipio.com/). Once you have logged in, you will be able to access the New Employee Channel where WSU System New Employee Orientation, Benefits Orientation and Employee Retirement Orientation reside.

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%7Ctehra.farmerie%40wsu.edu%7C31fe30159a604667950e08dbd748933a%7Cb52be471f7f147b4a8790c799bb53db5%7C0%7C0%7C638340478925884158%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=rkf%2FS4b1La8MYuXx8I9bB%2BEoa9Iju%2Fxbm0cXZ8bdl8w%3D&reserved=0)

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.

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

Important Benefit Information

cc: Appropriate College/Department representative(s)

HRS Personnel File

HRS Employment Services Unit

I, [NAME]

Accept Decline

Name Date