March 18, 2024 Add Delivery Method

Name  
Address  
City, State Postal Code

Dear [Name]:

On behalf of Washington State University, the [Department/School name] and the [College name], we are pleased to offer you a [9-month academic/12-month annual] appointment as [title/title code/position number] at [location] at a base salary of [$XXX,000] per [academic year/annual year], with a start date of [date]. Your appointment is for a permanent full-timeposition. Consideration of your application for tenure will begin as soon as possible after your acceptance of this position. This offer and your acceptance are conditional upon the granting of tenure.

The Department Chair/School Director administrative appointment is for an initial four-year contract. In recognition of the administrative responsibilities of Department Chair/School Director you will receive an % or $ stipend, plus one/two month(s) of summer salary for the duration of your appointment as Chair/Director.

As the TITLE with the Department/School you will report to the Dean, College of name.   The nature of your administrative appointment is that you serve at the discretion of the Dean and Provost, regardless of term.  Based on satisfactory performance and mutual agreement the appointment(s) may be renewed. Your duties will include, but are not limited to, providing leadership and oversight for the Department/School.

When your administrative appointment ends, you will return to a 9-month academic/12-month annual position with the Department/School at the rank of TITLE and your academic base salary will be $XXX,000, plus any adjustments that may have been applied to the base academic year salary during your administrative appointment(s) as TITLE. [Per BPPM 60.56](https://policies.wsu.edu/prf/index/manuals/60-00-personnel/60-56-faculty-administrative-professional-personnel-leave/), you will also be required to use any unused accrued annual leave within one year to avoid loss of earned leave.

Tenured faculty members at Washington State University are expected to teach and advise students at both the undergraduate and graduate levels; conduct a program of independent, collaborative, and/or cross-disciplinary peer-reviewed, scholarship; pursue internal and external grant funding; and provide service to the department, college, university, public and/or profession. Please note that instructional assignments may be conducted face to face or over electronic media and that assignments to teach specific courses may vary from year to year depending on the needs of the Department and/or College. [*Insert more specific information when available. For example*, “The current teaching load in [name] department is [number of courses or credits] per semester. You may take a one course reduction in any semester during your first three years on the faculty.” *If your college specifies workloads, please add that sentence here. For example*, “Your current workload distribution will be approximately --% teaching, --% scholarship, and --% service.”] Expectations for performance may change over time. Significant changes in expectations will be communicated to you in writing.

[*Insert details of start-up package, including the date by which the funds must be expended. Indicate the location of the laboratory if there is a laboratory and if the location is known. Be sure to indicate that this is the “current” lab space. Please indicate that startup funds must be spent according to current University rules.*]

*[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.

Current university policy allows faculty members to devote the equivalent of one day per week for each week worked to private consulting activities. Consulting must not interfere with the faculty member’s normal duties, must not cause a conflict of interest, and must be consistent with state law and university policy. Consulting activities must be approved by, and disclosed promptly to, the Dean and reported annually, on a standard form, to the Dean and Provost.]

To assist you in making your transition to the University, you are strongly encouraged to attend New Faculty Orientation. This year’s Virtual Orientation will be held on August 16, [YEAR]. Please contact your [Dean/Campus Academic Director] for details of the schedule.

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.

The faculty of the [Department/School name] are delighted you have chosen to pursue your career at Washington State University. Please notify us of your decision by returning a signed copy of this offer letter by [date] to [recipient, recipient title, and recipients address/email 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. 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.

Sincerely,

[Name], Chair/Director [Name], Title

Department/School If applicable, Campus or other location

[Name], Dean Elizabeth S. Chilton

College of [name] Provost and Executive Vice President

Chancellor, WSU Pullman

Professor, Department of Anthropology

Encl: Departmental Tenure and Promotion Guidelines

College Tenure and Promotion Guidelines

U.S. Citizenship and Immigration Services required documentation

Important Benefit Information

cc: Appropriate Area/Department Representative(s)

HRS Personnel File

HRS Benefit Services Unit

I, [name]

\_\_\_\_\_\_\_\_\_\_ Accept \_\_\_\_\_\_\_\_\_\_ Decline

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Signature Date