Add Delivery Method

April 15, 2024

Name
Address
City, State Postal Code

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 [Adjoint/Adjunct] Faculty in the Department. This letter outlines your status, rights, and responsibilities. The terms of the offer are as follows:

**Title: [**Adjoint/Adjunct] Faculty

**Location:** This position is housed 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 as [adjoint/adjunct] faculty. Status as [adjoint/adjunct] faculty enables you to participate generally in the scholarly and 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 of employment. 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/).

The Inter-Institutional Agreement for Intellectual Property between Pacific Northwest National Laboratory and Washington State University delineates the intellectual property policies applicable to this appointment. This agreement defines the manner in which intellectual property conceived, first reduced to practice, invented, authored, or otherwise created during the period of a joint appointment will be owned, protected, and commercialized. As a PNNL employee and Adjoint/Adjunct Faculty at WSU, the terms of the Inter-Institutional Agreement are a condition of your appointment. The Washington State University Intellectual Property policy included in the Faculty Manual does not apply to your appointment. By accepting this appointment, you are acknowledging acceptance of your responsibilities under the Inter-Institutional Agreement.

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.

The faculty of the College/Department 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

cc: Appropriate College/Department representative(s)

 HRS Personnel File

 HRS Employment Services Unit

**Acknowledgement and Acceptance**:

I accept your invitation for appointment as [Adjoint/Adjunct] 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, [NAME]

 Accept Decline

Name Date