Electronic Delivery

October 7, 2024

Name  
Address  
City, State Postal Code

RE: [Adjunct OR Lecturer] Short-Term Appointment

Dear Name:

On behalf of the [Department/School name] and the [College name], [I am/we are] pleased to offer you a fixed-term 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 [location] campus of WSU [Alter to specific location plus potential assignment other location/campus as required]

**Appointment:** The appointment is a 4.5-month Fall/Spring Semester/9-month academic, fixed-term, short-term track, Faculty rank

**Overtime**

**Eligibility:**  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

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

**Salary**: $xx,xxx on a semester/academic year basis

**Instruction:** You will teach [ADD specific X-credit course and Title/Section]. Please note teaching loads may change over time depending on the needs of the Unit, the College and the University. If there is insufficient funding for the position as determined by the Dean of the College, or a course is cancelled, your workload and/or FTE may be adjusted, and you will be notified as soon as possible. Significant changes in expectations will be communicated to you in writing.

Additional Duties: Add Details

**Effective Dates:** This appointment is effective DATE through DATE (Semester Dates/Academic Year Dates). 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. Subsequent renewals are subject to satisfactory performance, mutual consent, and available funding.

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 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 department chair/school director and reported annually, on a standard form, to the chair/director, dean and provost.

**PEBB Benefit Eligibility Information:**   Human Resource Services (HRS) will review your appointment, and past appointment history, to determine if you are eligible for benefits.

* If ineligible, you will be notified on either a Temporary Employment Statement or Benefit Acknowledge Form which you can access in Workday.
* If eligible, you will receive a notice of benefit eligibility email in your Workday inbox and need to make your benefit elections within 30-31 days from your hire date. Failing to address your benefit elections will result in default enrollments with associated premiums/contributions activated. If you feel you are eligible and have not received the notice within your first week, please contact HRS Benefits at 509-335-4521.
* HRS offers New Employee Orientation and Employee Retirement Orientation sessions for new employees. Available on-demand by searching for “Orientation” after you log into your [online learning account](https://hrs.wsu.edu/training/new-employee-training/).

To review the benefit eligibility rules, and to access PEBB rules and guidance on the eligibility determination made by Human Resource Benefits Service, visit the [Health Care Authority (HCA) website](https://www.hca.wa.gov/), specifically [WAC 182-12-114](https://apps.leg.wa.gov/wac/default.aspx?cite=182-12-114) (employee eligibility for benefits) and [WAC 182-12-131](https://app.leg.wa.gov/wac/default.aspx?cite=182-12-131) (maintaining the employer contribution). Future employment changes or appointments will be reviewed, and if they affect the current eligibility determination for benefits, Human Resource Services Benefits will notify you.  You have the right to ask HRS Benefits to re-evaluate your eligibility at any time.

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