Date Delivered Electronically

Dr. Name

Address

Dear Dr. Name,

{I am/We are] pleased to confirm the [offer/renewal] of your appointment as the [Administrative Title] for the [Department/School of Name], College of [Name] and Washington State University (WSU). Your appointment is effective [date], through [date].

As the [Administrative Title] you will continue to be compensated for a [9-month academic year/12-month annual year] base salary at [base salary]. In addition, you will receive 1-month of summer salary for a total of [monthly salary]. In recognition of the year-round administrative responsibilities of [Administrative Title], you will receive an administrative stipend of [$add per academic month and for the summer month] for the duration of your appointment as [Administrative Title] for a total of [Total Compensation].

The apportionment of your appointment while serving as [Administrative Title] will be [list workload]. For this [Administrative Title] appointment, you will report directly to the [name, title]. Your performance will be evaluated annually during your term as [Administrative Title]. The nature of your position is that you serve at the discretion of the [i.e. Chair/Director and Dean].

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.

All terms outlined in your original offer letter remain in effect unless they are specifically addressed in this letter. 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. You may access the *Faculty Manual* at the following website: <https://facsen.wsu.edu>.

The faculty of the [Department/School name] are delighted you have chosen to serve/continue serving in this important role. 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.

NAME, we look forward to the positive impacts of your leadership and thank you for your continued service to WSU.

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)

Provost Office

Department Employee File

HRS Personnel File

I, [name]

Accept Decline

Signature Date