Add Delivery Method

October 30, 2024

NAME

ADDRESS

CITY, STATE ZIP

Dear NAME,

It is our pleasure to offer you a [TITLE] (TITLE CODE/POSITION NUMBER) position with the [Department/School name] and the [College name] with Washington State University (WSU) effective DATE. The TITLE appointment is for a [list specifics regarding administrative appointment FTE, 9-month plus 1-2 months summer or 12-month annual] faculty position and an initial four-year contract.  You will report to the Dean, College of Name. The nature of your TITLE 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 salary during this administrative appointment will be $XXX,000/year. 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. 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 position with the [School/Department name] 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 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.

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.  You may access the *Faculty Manual* at the following website:  [facsen.wsu.edu.](http://facsen.wsu.edu/)

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.

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.

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.

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

Sincerely,

NAME, Dean

SCHOOL/COLLEGE/AREA

cc: Dr. T. Chris Riley-Tillman, Provost and Executive Vice President

HRS Personnel File

Department Employee File

I, [name]

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

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Signature Date