Date

Name

Address

City, State, Zip

Dear Name:

We are pleased to recommend to the Provost and Vice President for Academic Affairs your appointment to a one-year term, non-tenure track Choose an item. position as Choose an item. in the Choose an item. of Department/School Name **[INSERT DEPARTMENT/SCHOOL NAME]**, effective **[INSERT DATE],** contingent upon the satisfactory completion of the checks noted below, receipt of your official transcript and approval of the Western Michigan University Board of Trustees.

**Compensation**:

$**[INSERT SALARY]** in base salary for the Choose an item. Choose an item.on **[FOR 10-MONTH APPOINTMENT, INSERT APPROPRIATE INFORMATION]** a **[INSERT APPROPRIATE PORTION OF TIME]**time basis, with a liberal fringe benefit package including contribution by the University toward retirement. You will be eligible for a salary increase effective with the **[INSERT CORRECT YEAR]** academic year, in accordance with the Western/WMU-AAUP collective bargaining agreement.

All instructional hires, as defined in the Verification of Faculty Credentials Policy, must provide an official transcript that verifies the highest earned degree from a regionally accredited institution or a final official transcript of a degree earned abroad evaluated for authenticity and comparability by the Haenicke Institute for Global Education. Please arrange for an official transcript to be directly sent to the attention of **[INSERT NAME]** no later than **[INSERT DATE]**. Failure to provide an official transcript may lead to the termination of this appointment.

**Academic Responsibilities**:

**[USE THIS PARAGRAPH FOR TRADITIONALLY-RANKED FACULTY]**

The normal University load requires 12 credit hours of teaching per semester, or the equivalent, plus the contractual contributions to student advisement and University governance. In determining your specific teaching assignments and other related activities expected of all faculty—such as academic advising and university, college, and department committee work—**[INSERT NAME]** will review with you the department, college and university’s expectations regarding research, scholarly publication **[ADD ONLY IF APPROPRIATE: creative activities, performances and exhibits]** and other professional responsibilities. As changes to your assigned responsibilities occur in the future, **[INSERT NAME]** will advise you accordingly.

**[USE THIS PARAGRAPH FOR FACULTY SPECIALISTS]**

The normal University load requires 15 credit hours of teaching per semester, or the equivalent, plus the contractual contributions to student advisement and University governance. In determining your specific teaching assignments and other related activities expected of all faculty—such as academic advising and university, college, and department committee work— **[INSERT NAME]** will review with you the department, college and university’s expectations regarding other professional responsibilities. As changes to your assigned responsibilities occur in the future, **[INSERT NAME]** will advise you accordingly.

**[INCLUDE THIS PARAGRAPH FOR FACULTY SPECIALISTS]**

Your appointment as a Faculty Specialist includes the following responsibilities:

**[list these here. If any of these are time specific (such as a two-year term), please include that detail in the listing]**

As you perhaps know, the faculty has designated the Western Michigan University Chapter of the American Association of University Professors as the exclusive bargaining agent. Therefore, all contracts and/or commitments made between Western Michigan University and individual faculty members will be subject to the provisions of any collective bargaining agreement that may be executed. A copy of the current contract is available online at <http://www.wmich.edu/academic-labor-relations/agreements>. In accordance with this contract, your consecutive appointments may not exceed five (5) years. With the close of the **[INSERT YEAR]** academic year, you will have had **[INSERT # OF YEARS]** consecutive year appointments.

**[ADD FOR NEW HIRE]**As an employee of WMU, you are also subject to applicable University policies and requirements.  One such policy is WMU’s  Intellectual Property Policy (“IP Policy”). The IP Policy, along with Article 43 of the Agreement between WMU and the Western Michigan University Chapter of the American Association of University Professors (“WMU-AAUP Agreement”) sets forth terms and conditions regarding your and the University’s rights and obligations regarding intellectual property, conflicts of interest, and any shared royalties. In addition, the enclosed “Inventions and Proprietary Information Agreement" (“IP Agreement”) must also be completed and signed.  A copy of the current IP Policy (effective March 1, 2007) is available from the Vice President for Research Office or online at: <http://www.wmich.edu/research>.

Your first day of employment is **[insert date]**. The U.S. Department of Homeland Security requires all employees have a valid Form I-9 on file as proof of their authorization to work in the United States. If you have already completed a Form I-9 with the University, it is your responsibility to contact Human Resources if there is a change in your U.S. work authorization.

If you need to complete the Form I-9, you will receive an email from Human Resources with instructions. Section one of the Form I-9 must be completed on or before your first day of employment. Take your original, unexpired documents to Human Resources within three days of your first day of employment. Form I-9 list of acceptable documents can be found at <https://www.uscis.gov/i-9-central/acceptable-documents/acceptable-documents>.

**Please note that failure to maintain your U.S. work authorization will result in termination of your appointment.**

**[ADD FOR ACADEMIC YEAR (FALL/SPRING) APPOINTMENTS ONLY]** [DO NOT INSERT FOR ALTERNATE YEAR AY APPOINTMENTS (SPRING/FALL). 24 PAYS IS NOT AN OPTION FOR THEM.]In accordance with your academic year appointment, you have the option of choosing to be paid your base salary over eighteen or twenty-four pay periods. Please complete and return the enclosed form indicating your preference. In the absence of a completed form, the default is twenty-four pay periods.

**[ADD FOR NEW HIRE]** In compliance with applicable law, you are being notified that Western Michigan University will conduct a background check of you as an applicant, including a criminal conviction history. Western Michigan University will comply with all applicable laws related to the use of information obtained through the background check. For purposes of background check, you are required to provide your date-of-birth and social security number on the attached Disclosure and Consent Form. *A Summary of Your Rights Under the Fair Credit Reporting Act* is included for your information. Please return your completed signed Disclosure and Consent Form directly to **[DELETE INCORRECT PERSON FOR YOUR COLLEGE]** Dace Copeland ([dace.copeland@wmich.edu](mailto:dace.copeland@wmich.edu)) Cathy Smith ([cathleen.smith@wmich.edu](mailto:cathleen.smith@wmich.edu)).

If you find the above offer and terms acceptable, please sign a copy of this letter and return it to **[INSERT NAME]** before **[INSERT DATE]**. We will then recommend official appointment to the Provost and Vice President for Academic Affairs.

Sincerely,

Name  Name

Department Chair/Director/School College Dean

Enclosures: Inventions and Proprietary Information Agreement

Salary Election Form

A Summary of Your Rights Under the Fair Credit Reporting Act

Disclosure and Consent Form

I agree to accept the appointment as **[INSERT INTERIM OR ACTING, IF APPROPRIATE]** [**INSERT TITLE]** of the **[INSERT NAME OF DEPARTMENT, SCHOOL, OR COLLEGE]** at Western Michigan University in accordance with the terms and conditions set forth in this letter.

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Signature Date