Date

Name

Address

Address

Dear Name:

I am very pleased to recommend to the dean of the College of **[INSERT NAME OF COLLEGE]** and to the provost your appointment as a visiting Choose an item.of **[INSERT NAME OF DISCIPLINE]** in the College of **[INSERT NAME OF COLLEGE]**. This appointment, effective **[INSERT START**, ends date and requires final approval of the Western Michigan University Board of Trustees.

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 termination of this appointment.

As a visiting Choose an item., you will be responsible for the following duties: describe job duties describe specific dates of the visit or terms of residency and the responsibilities of the appointment. For these services, the university will provide a stipend/salary of **[INSERT AMOUNT OF PAY]**. We will discuss the arrangements in detail prior to your arrival.

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 NEW HIRE IF WORKING WITH STUDENTS]** 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 Dace Copeland ([dace.copeland@wmich.edu](mailto:dace.copeland@wmich.edu)) and Cathy Smith (cathleen.smith @wmich.edu).

As mentioned, this non-tenure track appointment terminates **[INSERT DATE FROM ABOVE]**, and carries no credit toward any future position at Western Michigan University. If you find the terms acceptable, please sign a copy of this letter and return it to me before **[INSERT DATE]**. I will then recommend your official appointment to the dean and provost, who will present the recommendation to the president and board of trustees.

We look forward to working with you.

Sincerely,

Chair/director

Enclosures: A Summary of Your Rights Under the Fair Credit Reporting Act

Disclosure and Consent Form

C Provost

Dean

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I accept the terms of appointment as stipulated in your letter of offer.

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Signature Date