Instructions

1. Send draft letter via e-mail to linnea.glenmaye@wichita.edu for review prior to sending to candidate.
2. Submit a copy of the letter, signed by the hired individual, to Laura Manning, Box 13, when the candidate has accepted the offer.

Content checklist for offer letters

1. The position
   a. Full-time, part-time.
   b. Faculty, unclassified professional.
   c. Probationary, tenured, provisional, regular, temporary, emergency.
   d. Department.
   e. Beginning date.
   f. Term.
   g. Rank.
   h. Salary.

2. Tenure or regular status
   a. Prior service credit.
   b. Mid-year appointment counts or not.
   c. Academic year of mandatory review for tenure or date to regular status for UCP (i.e. AY 2013-2014; five year probationary period with sixth year for mandatory review).

3. Responsibilities
   a. Teaching.
   b. Research.
   c. Service.
   d. Administration.

4. Special arrangements
   a. Moving (RU funds).
   b. Start-up (ORA approval needed).
   c. Summer teaching.
   d. Research/teaching assistants.

5. Initial responsibilities
   a. Complete HR activities to include submitting all designated documents (e.g., social security card, proof of U.S. Citizenship or Employment authorization to work in the U.S.) on or before the first day of start of appointment.
   b. Provide a contact number (cell phone number) where they can be reached during transition.
   c. Attend new faculty orientation.
   d. Submit an official transcript with their last degree posted. If ABD, they must submit another transcript when the degree is completed.

6. Response
   a. Date and time deadline for response or offer rescinded.
   b. Signature and date line for acceptance.

7. Include the following statements:
   a. “Policies pertaining to the appointment are found in the WSU Policies and Procedures Manual, the Policy Manual of the Kansas Board of Regents, and college and departmental regulations.”
   b. “This offer and the Notice of Appointment are contingent upon providing necessary documentation that you are authorized to work in the U.S.”