

OFFICE OF THE PROVOST AND VICE PRESIDENT, ACADEMIC AFFAIRS & RESEARCH

Offer Letter Procedures

Instructions

1. Send draft letter via e-mail to Martha.Shawver@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 within three working days 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 - a. Date and time deadline for response or offer rescinded.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. "Offers of employment are contingent upon completion of a satisfactory criminal background check as required by Board of Regents policy."