

ACADEMIC AFFAIRS
Offer Letter Procedures

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 (Foundation funds). If moving expenses are reimbursed, you must include this statement:

Wichita State will reimburse you for up to (insert amount) in moving expenses (i.e. household goods, packing, and travel expenses related to moving you, your family, and automobile to Wichita, limit of 12,000 pounds). Moving expenses will be paid only after your official hire date and after Wichita State has received the signed State of Kansas DA-22, Agreement for Reimbursement of Moving Expenses. If you leave before your ending appointment date, this expense will be reimbursed by you to Wichita State. Upon signing the letter of offer, we will send you the DA-22. You will need to sign and submit the Form DA-22 as well as the appropriate receipts before any reimbursements can take place. Please be advised that reimbursements will be added to your income, and taxes relating to those amounts will be withheld from your paycheck at the time of reimbursement. You will have until December 15, 2018 to submit the receipts.
 - b. Start-up funds.
 - c. Summer teaching.
 - d. Research/teaching assistants.
5. Initial responsibilities
 - a. Provide a contact number (cell phone number) where they can be reached during transition.
 - b. Attend new faculty orientation.
 - c. Submit an official transcript with their last degree posted to the office of Academic Affairs, Campus Box 13. 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 - a. Date and time deadline for response or offer rescinded.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."
 - c. **YOU MUST INCLUDE THE FOLLOWING LANGUAGE IN ALL OFFER LETTERS.**

Action Required: Completion of New Employee Paperwork

To complete the employment process, we need to secure additional information from you before Orientation. Wichita State University utilizes a secure online system to enable you to provide this information. Within the next few days, you will receive an email which will provide you with instructions for completing the online process. Employees who are new to the University or those transferring from a non-benefit eligible position to a benefit eligible position must complete this online process **within 2 business days** of the receipt of the email.

Orientation

There are **two** orientation events for new employees. Because you will hold a faculty position, you will attend the new faculty orientation on _____. Details will be sent at a later date.

You will also attend a new employee's orientation. Details regarding that orientation are below:

Day One:

You are scheduled to begin work with WSU on _____ and will attend Orientation from 8:30 a.m. until 5 p.m. on that day. Please report to the Rhatigan Student Center 1st floor, 142 Harvest Room. Lunch will be provided. You will report to your department on your second day at your scheduled start time.

Parking:

To assist you with parking, detailed information, including a parking map, can be found on the [WSU Parking website](#). Please allow extra time upon arrival at WSU to secure a parking space.

When you arrive on campus for NEO, you may park in any Yellow or Yellow and Green striped lot at no charge. Do not park in any reserved parking spaces or in Red or Green parking lots.

To accommodate the license plate scanning system, your license plate must be visible and unobscured. Backing into a parking stall or pulling through is not allowed.

Do not park in the parking garage. If you choose to do so, you will incur a charge of \$1.50 per hour, with a maximum charge of \$15 per day. If you do not secure the space with a credit or debit card, you will receive a ticket. Garage spaces are metered 24 hours a day.

If you wish to park on campus after your first day, you will need to purchase a parking permit. Parking [rates](#) are determined by salary and must be paid through payroll deduction. If you wish to secure a permit, you will receive instructions during NEO on how to complete this process. Parking permits are only required on the main campus but may be helpful if your job will require you to visit the main campus frequently.

For information specific to handicap parking, parking for disabled veterans and motorcycle parking, please visit the [WSU Parking website](#).

What to bring with you:

During Orientation, you will complete your new hire paperwork, and have the opportunity to sign up for a parking permit. Please bring your basic vehicle information including your tag number so that we can ensure

you will not receive a ticket your first day. You will complete the Form I-9, which requires documentation that establishes identity and employment authorization. To assist you with this process, a list of acceptable documents has been provided. Please note that all documents must be unexpired. A voided check or deposit slip will be required to sign up for direct payroll deposit, as this method of payment is required by the State of Kansas.

Other Information:

Benefit information will also be provided to you during Orientation. Please note that University health insurance coverage begins on the 1st of the month following a 30 day waiting period for those who enroll in this coverage. Should you desire benefit information before Orientation, please visit the Wichita State University Benefits page at: <http://webs.wichita.edu/?u=humanresources2&p=/benefits/index/>

d. You will also need to attach the HR documents to the letter.