

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. (choose the appropriate one)
 - c. Probationary, tenured, provisional, regular, temporary, emergency. (choose the appropriate one)
 - 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 employment within one year from the beginning date of employment/transfer, 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 12, 2021 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 is contingent upon successful completion of a background check, providing necessary documentation that you are authorized to work in the United States, and any other screening or verification required for the position. If your work involves export-controlled technology, your employment may be contingent upon obtaining an export license from the Department of State, Commerce or Treasury. The Office of Research Compliance (ORC) will assist in making this determination and applying for authorization. You may receive additional information and communication from the ORC if your position requires access to export-controlled technology. If Wichita State deems it necessary to change your anticipated start date, we will communicate that change to you as soon as possible"
 - c. **YOU MUST INCLUDE THE FOLLOWING LANGUAGE IN ALL OFFER LETTERS.**

Action Required:

Background Check: If a background check is required, you will receive a separate email with a link to our background check vendor, Validity Screening Solutions. Please follow the link to the site, then click on the New User link in the upper right corner of the page to begin the background check process. This step should be completed within 24 hours of receiving the information to avoid a delay in the hiring process. **NOTE:** The latest version of Java needs to be installed on your computer in order to digitally sign your background release form online.

New Hire Paperwork: WSU utilizes a secure online system to collect information that is needed to complete the hiring process. You will receive an email with instructions for completing the online paperwork process. The required paperwork should be completed as soon as possible prior to your start date to avoid any delay in the hiring process.

Complete Form I-9: The Form I-9 is required of all new hires to establish identity and employment authorization. You will complete Section 1 of the form itself when you receive the new hire paperwork via email as described above. The Form I-9 also requires that you present acceptable documents to HR to visually verify, on or before your 3rd day of work. **Human Resources will contact you to schedule a time to present the required documentation.**

Start Date Schedule and New Employee Orientation (NEO):

Your first day of work will be _____. You will report at the time and location designated by your supervisor.

You have also been scheduled to attend Virtual New Employee Orientation on _____ which begins at 8:30 am and last approximately 2 hours.

- If you do not have a personal work computer assigned to you, your supervisor will coordinate with you concerning available computer resources in your department.
- The session will be held using Zoom and can be accessed [here](#).
- Following the Zoom meeting, you will be able to complete the remaining NEO modules virtually. The modules provide information including policies, procedures and emergency preparedness, institutional equity and compliance, leave administration and benefits.

Parking on Campus:

- 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](#).

Total Rewards:

- A comprehensive Total Rewards package is available to both full and part time benefit eligible employees. Detailed information will be provided during NEO, and can be reviewed at any time by clicking [here](#).
- Coverage for new state hires typically will be effective the day after the employee fulfills a 30-day wait period. However, new WSU hires with current coverage through SEHP as the spouse or dependent of an active member, internal transfers from a non-benefits eligible position to a benefits-eligible position, or direct transfers from another state agency may have an earlier coverage effective date.

Wichita State University is committed to provide a tobacco-free environment for the health, well-being and safety of University students, employees and visitors. Please note that Wichita State University is a tobacco-free campus. If you have further questions, please feel free to contact me at (316) 978-3065.

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