

Full-time Faculty Hiring

Full-time faculty vacancies are established as part of the annual staffing plan process managed by the [Associate VP for Academic Budgets and Administration](#) in cooperation with each college dean.

Hiring officials must follow the appropriate [recruiting and selection process](#) supported by the Department of Human Resources in accordance with Policy 4.2204 [Recruitment and Employment of Faculty and Staff](#). Hiring officials must also follow [H1-B recruiting and hiring guidelines](#) supported by the Office of the General Counsel.

Full-time, regular, tenure-eligible faculty are appointed in accordance with the guidelines published in Section II of the most current edition of the [Faculty Handbook](#). Full-time non-tenure eligible faculty are appointment in accordance with Policy 1.2000 [Full-time, Non-Tenure Eligible Faculty Contracts](#). Temporary, annual renewable, or multi-year renewable faculty contracts must be reviewed annually to determine if the appointment will be continued or terminated. Each affected faculty member must be notified in writing of the decision as outlined in Section II.2 of Policy 1.2000. If the appointment letter is to be continued, a new appointment letter must be issued.

All full-time faculty must receive an appointment letter containing, at minimum, the following information:

- Employment status (e.g. regular, annually renewable)
- If temporary, the letter should include an 'end date' and/or information concerning possible renewal of appointment if applicable (e.g. 'this appointment may be renewed based upon available funding and satisfactory performance')
- Faculty rank at the time of hire (e.g. Assistant Professor, Instructor I, Lecturer, Professional-in-Residence, etc.). Please review Sections II and III of the most current edition of the [Faculty Handbook](#) and Policy 1.2000 [Full-time, Non-Tenure Eligible Faculty Contracts](#).
- Information concerning tenure eligibility (NOTE: appointments for tenure-eligible faculty hired as ABD (All But Dissertation) must follow the guidelines published in Section II.A.2. *Lecturer Appointments* of the most current edition of the [Faculty Handbook](#)).
- Information concerning department and college promotion and tenure guidelines if applicable.
- Annual salary information to include all funding sources related to faculty effort (e.g. professorship, fellowship, grant, etc.) in accordance with Policy 1.2092 [Faculty Workload and Compensation](#).
- Information concerning professional development funds availability if applicable.
- Benefits eligibility in accordance with Policy 4.6002 [Employee Benefits Eligibility](#). Details outlining available employee benefits may be found at: <https://www.wku.edu/hr/benefits/index.php>.
- Intellectual property information in accordance with Policy 2.8102 [Intellectual Property](#).
- Criminal background check information in accordance with Policy 4.2051 [Background Investigations](#).
- Employment eligibility information (e.g. Federal I-9 Form or non-citizen residency requirements) in accordance with Policy 4.2010 [U.S. Citizenship and Immigration Services](#)
- Faculty credentialing requirements in accordance with Policy 1.1112 [Evaluation of Faculty Credentials](#).
- Allowances for reimbursement of house hunting expenses must be indicated separately from allowances for moving expenses (e.g. "You may be reimbursed for one trip to Bowling Green

to assist in identifying housing and relocation options. The University will pay for the pack, load, transfer, and unload of your household furniture and routine household contents, up to a maximum of \$_____ “) in accordance with Policy 3.1202 [Moving Expense Reimbursement Policy](#). ***Note: Moving expenses are not generally included for temporary or short-term appointments.

- Any other information concerning the individual’s transition to WKU.

All draft appointment letters must be uploaded to the college’s secure drive for review and approval by the Office of the Provost prior to being issued to the applicant. Please allow 1-2 business days for review.

Date

Name and Address

Dear _____:

Upon the recommendation of the faculty and head of the Department/School of _____ and with the concurrence of the Provost and Vice President for Academic Affairs, I am pleased to offer you, subject to formal approval by the Western Kentucky University Board of Regents, a full-time, temporary appointment at the rank of Visiting Assistant Professor of _____.

This is a nine-month, non-tenure eligible position with a starting annual salary of \$ _____ and officially begins August 15, 20___. The terms and conditions of this appointment are more fully explained in the following pages of this letter.

Please review this document carefully and return a signed copy to me by _____, 20___ indicating your agreement with the terms and conditions of employment outlined herein.

I'm delighted you will be joining us at WKU. Please feel free to contact me with any questions you may have concerning this appointment.

Sincerely,

Dean

Cc: Provost and Vice President for Academic Affairs
Director, Department of Human Resources
Head, Department of _____

(Appointee's Name Typed Here)

My signature above indicates acceptance of the offer of employment and terms and conditions described in this letter,

Dated _____, 2018.

Terms and Conditions of Employment and Acceptance of Agreement

Appointment:

This is a full-time, temporary, non-tenure eligible Visiting Assistant Professor of _____ faculty appointment. You are not eligible for tenure and acknowledge that by entering into this agreement you willingly relinquish any right to claim tenure by default, de facto tenure, or tenure by estoppels based on service to the University as a faculty member or in any other capacity.

You will be expected to adhere to the University policies concerning teaching load, and other related matters as outlined in the *Faculty Handbook* https://www.wku.edu/academicaffairs/resources/faculty_handbook.php and within University policies <https://www.wku.edu/policies/>.

Because the University offers classes on a variety of schedules in order to accommodate student needs, you will be expected to participate actively and cooperatively as assigned, either on main campus or at the regional campuses.

WKU adheres to strict compliance with the U.S. Department of Health, Education and Welfare's Title IX regulations. Within your first 30 days of employment, you are expected to participate in on-line training that clarifies institutional and individual responsibilities in this regard. Additionally, you are expected to complete on-line sexual harassment prevention training. Subsequent to initial employment, you will receive electronic notification pertaining to steps for compliance with these two important matters.

Salary and Benefits:

Your annualized salary for the 2018-2019 academic year is set at \$_____ and will be paid monthly on the last working day of the month beginning August 31, 2018. As salary payments for faculty are customarily distributed over a twelve-month period, your first check will include two-twelfths of your annual salary (i.e., compensation for July and August). Compensation for any summer and/or winter term session will be paid as a separate stipend.

Your benefits, as defined by the WKU Department of Human Resources (<http://www.wku.edu/hr/>), will begin _____ (the first day of the month following official start date, typically, September 1). Enrollment in all benefit programs will be coordinated by the Department of Human Resources. House hunting and/or relocation expenses will not be reimbursed.

The university conducts several programs to help you in your transition to WKU, and you should plan to be on campus by August 15, 20____, to participate in them and to begin preparation for fall classes which will begin on August _____. Additional information about these sessions will be provided in separate communications.

Criminal Background:

Employment at WKU is also subject to a criminal background check. Applicants are required to disclose criminal history information as a part of the application process as outlined in Policy 4.2051 *Background Investigations* which can be found at: <http://www.wku.edu/policies/docs/108.pdf>. An outside vendor assists with this process for WKU, and they will be in contact with you via the email.

Federal I-9 Form and Citizenship:

Identity and eligibility for employment in the United States must be verified by completion of the Federal I-9 Form. Sterling Talent Solutions will send you an electronic I-9 Form to complete Section I. The Office of Human Resources will then schedule an orientation session with you to complete all remaining hiring documents.

If you are not a US citizen or Lawful Permanent Resident (PR) "Green Card Holder," you must contact the Office of General Counsel as soon as possible and consult with Ms. Lauren Ossello (phone: 270-745-5398 or e-mail: lauren.ossello@wku.edu.) Please make sure to contact Ms. Ossello upon receipt of this letter to insure that you are eligible to work at WKU and to avoid complications with your immigration status.

Final Transcripts and Credentials:

Please send a final copy of your academic transcripts to Candice Tope-Phillips, Staff Specialist and Events Coordinator. Academic transcripts should be sent directly from the Registrar's Office of your degree granting institution. However, if your degree-granting institution subscribes to one of the electronic transcript companies such as Script-Safe or Docufide, WKU will accept transcripts from these sources as well. Candice Tope-Phillips' email address is: Candice.tope-phillips@wku.edu.

Intellectual Property:

Upon your employment with Western Kentucky University, you agree that you are bound by the policies of the Western Kentucky University Intellectual Property Policy and thus you hereby assign and agree to assign your right, title, and interest to any intellectual property covered by the Intellectual Property Policy. This policy can be found at: <https://www.wku.edu/policies/docs/104.pdf>.

Date

Name and Address

Dear _____:

Upon the recommendation of the faculty and head of the Department/School of _____ and with the concurrence of the Provost and Vice President for Academic Affairs, I am pleased to offer you, subject to formal approval by the Western Kentucky University Board of Regents, a full-time faculty appointment at the rank of Assistant Professor of _____.

This is a nine-month, tenure eligible position with a starting annual salary of \$ _____ and officially begins August 15, 20___. The terms and conditions of this appointment are more fully explained in the following pages of this letter.

Please review this document carefully and return a signed copy to me by _____, 20__ indicating your agreement with the terms and conditions of employment outlined herein.

I'm delighted you will be joining us at WKU. Please feel free to contact me with any questions you may have concerning this appointment.

Sincerely,

Dean

Cc: Provost and Vice President for Academic Affairs
Director, Department of Human Resources
Head, Department of _____

(Appointee's Name Typed Here)

My signature above indicates acceptance of the offer of employment and terms and conditions described in this letter,

Dated _____, 2018.

Terms and Conditions of Employment and Acceptance of Agreement

Appointment:

This is a full-time, regular, tenure-eligible Assistant Professor of _____ faculty appointment with significant responsibilities. While a good faith employment offer is being extended to you, this appointment is contingent upon formal approval by the Western Kentucky University Board of Regents, as required by law.

You will be expected to adhere to the University's policies concerning tenure, promotion, teaching load, service, advising students, and other related faculty matters outlined in the *Faculty Handbook* https://www.wku.edu/academicaffairs/resources/faculty_handbook.php and within University policies <https://www.wku.edu/policies/>.

WKU adheres to strict compliance with the U.S. Department of Health, Education and Welfare's Title IX regulations. Within your first 30 days of employment, you are expected to participate in on-line training that clarifies institutional and individual responsibilities in this regard. Additionally, you are expected to complete on-line sexual harassment prevention training. Subsequent to initial employment, you will receive electronic notification pertaining to steps for compliance with these two important matters.

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_____ College and the Department of _____ will provide up to \$_____ for one trip to Bowling Green to assist in identifying housing and relocations options. _____ College and the Department of _____ will pay for the pack, load, transfer, and unload of your household furniture and routine household contents, up to a maximum of \$_____.

You will be provided \$_____ in (i.e. professional development funds, research start up, etc.)...
***NOTE: specific information regarding research and/or creative activity expectations for how these funds are to be used should be included here.

Tenure Responsibilities and Promotion Opportunities:

In addition to the information contained in the *Faculty Handbook*, the Department of _____ and the _____ College has clear and comprehensive statements of what we value in faculty effort including research/creative activity and scholarly expectations. The college document is available at: _____. The department document is available at: _____.

Review for Tenure:

Assuming both favorable annual performance and continuance reviews and a favorable budget and enrollment picture in the department, college, and University, your mandatory tenure review semester, in accordance with the University's established procedures, will be Fall Semester _____. You will follow the promotion and tenure guidelines in effect in the department and college during the _____ academic year. A copy of those guidelines will be placed in your office WKU personnel file. A complete description of the tenure review process is outlined in the *Faculty Handbook*.

Criminal Background:

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