

**2017 SUMMER SESSION
APPOINTMENT LETTER**

DATE

Professor NAME
Department of DEPT
Mailstop XXXX

Dear Professor NAME,

I am pleased to inform you that the Department of «Dept_Name» has offered you a fixed term, non-academic year appointment for Summer Session 2017. The following is information regarding your summer appointment:

Term	Campus	Course	Course Title	Section #	WLU	Salary
SESSION	LOCATION	COURSE(S) BEING TAUGHT	COURSE TITLE	SECTION #	TOTAL WORKLOAD UNITS	SALARY OF ASSIGNMENT

PLEASE NOTE:

- The first day of classes for both sessions is **Monday, June 19, 2017**. The six-week session ends on Friday, July 28, 2017. The full session ends on Friday, August 18, 2017.
- The total salary for these appointments will be paid out in semi-monthly installments, 3 semi-monthly payments for the 6 week session and 5 semi-monthly installments for the full session.
- Remuneration at this rate is contingent upon enrollment levels. If fewer than the required number of students enroll in this course, the University may offer to continue the course at a reduced rate of compensation. Please refer to the current Collective Bargaining Agreement, <http://www.cwu.edu/hr/faculty-contract>, Appendix C, "Summer Session Faculty Salary Proration Policy," for information regarding summer session proration and course cancellation.
- **If your salary is adjusted, you will NOT receive a new appointment letter.** Any changes in compensation will be communicated to you by your Chair or Associate Dean.
- If you are assigned more than one assignment, you may receive more than one appointment letter for your summer assignments.
- Summer Chair appointments will be from June 16 to August 22, 2017

WHAT YOU NEED TO DO:

- If you are unable or unwilling to perform the duties listed above, you are expected to notify your Department Chair and Associate Dean immediately, but **no later than June 1, 2017**.
- If you plan to perform the duties listed above, no further action is needed from you. This appointment letter will define your contract. **You have nothing to sign or submit.** We expect you to be present for all scheduled classes.

This faculty appointment is subject to the terms and conditions of the following:

- 2013-2017 Collective Bargaining Agreement between CWU and United Faculty of Central, available at: <http://www.cwu.edu/hr/faculty-contract>;
- CWU Faculty Senate Academic Code, available at: <http://www.cwu.edu/faculty-senate>;
- Applicable policies and procedures of CWU, available at: www.cwu.edu/resources-reports, including but not limited to divisional, college, and departmental policies, standards, and procedures; and
- Applicable state and federal laws.

Faculty members should be familiar with the terms and conditions of their employment and comply with applicable policies, procedures, and laws.

In accordance with the Immigration Reform and Control Act of 1986, all employees of Central Washington University must be eligible to work in the United States as of the first day of employment. Central Washington University is required to have a valid, off-campus, mailing address for you so that we can provide you with a W2. You are responsible for verifying that we have the most current information on file.

If new faculty, use the following:

In accordance with the Immigration Reform and Control Act of 1986, Form I-9 must be completed to prove identity and employment eligibility. As a condition of employment, Section 1 of Form I-9 must be completed no later than the hire date on your letter of appointment. Step 1: Log on to MyCWU (my.cwu.edu) and go to > Employee > Personal > Complete and Submit I-9 Form > follow the instructions. Step 2: Bring verification documents to Human Resources by your third day of employment. A list of acceptable documents is available at: www.cwu.edu/hr/everything-i-9. If you are not located in Ellensburg, documents may be presented at a CWU Center. If you are out of the area, please locate an I-9 Reciprocal Processing partner at: www.cupahr.org/i9/index.aspx.

This position may be eligible for the university's retirement and insurance programs. Review the attached Benefits Notice for additional information. If eligible, participation may be required and enrollment must occur within 31 calendar days of the beginning of the eligible contract. If you are eligible and you do not complete enrollment forms, you will be defaulted into coverage with contributions deducted from your paycheck. If you have questions, or to enroll, contact Human Resources at (509) 963-1202. Visit www.cwu.edu/hr/faculty-benefits-enrollment for additional information.

You will receive a separate notification/appointment letter for any additional appointments for summer session.

Sincerely,

SIGNATURE

Stacey Robertson, Dean
College of Arts and Humanities

Encl. Faculty Benefits Notice

C: Department Chair (Without Enclosures)
Human Resources (Without Enclosures)