

ACADEMIC AFFAIRS  
Offer Letter Procedures

**Instructions**

1. Send draft letter via e-mail to [linnea.glenmaye@wichita.edu](mailto: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 count 3.5B.136 code . . . . . s 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*

6. Response

a. Date and time deadline for response or offer rescinded.

b.

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.