[INSERT Date of offer letter]

[INSERT Employee Name]

[INSERT Employee Address]

Dear [INSERT Employee Name]:

On behalf of West Virginia University School of Medicine, Robert C. Byrd Health Sciences Center, we are pleased to offer you a full-time benefits eligible faculty position at the rank of Research [INSERT rank] Professor, Specialty Research Track (non-tenure) in the Department of [INSERT department]. The initial term of your appointment is 12 months from July 1, 20XX to June 30, 20XX. **(Use the following if the appointment is less than 12 months.)** Since you will be starting in the middle of an academic year, the initial term of your appointment is [INSERT appointment length in whole months] from [INSERT start date] to June 30, 20XX although this will be a twelve-month appointment in future years subject to reappointment.

Your first paycheck during this time period will be issued on or about [INSERT date of first pay]. Medical coverage should begin [INSERT approximate date of when medical coverage will begin].

This position provides an annual salary of [INSERT salary] based on a 12 month appointment. As a Research [INSERT rank} Professor, your academic base salary will be covered by your grant funding and institutional funds. Annual adjustments to your compensation will be determined based upon guidelines set forth by West Virginia University, and your annual performance evaluation. Continued appointment requires sustained performance at a meritorious level and your maintenance of an extramurally funded research program. You are also provided the full benefits package associated with your faculty position, as described at: <http://benefits.hr.wvu.edu/home/>. In addition to the above salary considerations:

As a [INSERT rank] in the Department of [INSERT department], you will accrue annual leave at a rate of two (2) days per month. Unused annual leave time may be carried forward from year to year, provided that you may accrue no more than twenty-four (24) days of annual leave at any given time. Sick leave will accrue at a rate of one and a half (1.5) days per month. Currently, there is no limit on the number of sick leave days you may accrue. All accrual rates indicated above are based on a full time assignment. Accrual rates for assignments less than full time are pro-rated in proportion with the FTE.

 As part of your recruitment to WVU, the WVU-HSC agrees to the following start-up package:

Laboratory Start up — $[INSERT amount] will be provided, and it is anticipated you will expend these funds over three years. These funds should be used to support purchase of laboratory equipment, lab personnel (such as post docs, students, and technicians), and other expenses to help support your lab infrastructure.

Lab and Office Space – appropriate laboratory and office space will be provided.

The above commitments are provided with the understanding that you will transfer your existing funding, where possible, to the WVU School of Medicine and reestablish your research program on our campus. Of course, we will assist you in the grant transfer process. We will also provide space in our animal facility to support your research. Our Office of Laboratory Animal Resources (OLAR), led by insert name, DVM, PhD., will work with you in meeting your animal space needs.

As a faculty member you will report to [INSERT Chairperson and department name].

1. You are expected to develop as an independent investigator.  To that end, it is expected that you will apply for extramural funding to support your developing research program, a K award/R21/Foundation equivalent, over the initial 18 months after relocation to WVU.
2. We have built a strong sense of community in the Department and you and your lab members are expected to participate in events that are central to the development of a vigorous research environment in the Department, e.g., seminars and research forum.
3. In addition to your research program requirements, you are expected to participate in the teaching mission of the Department.  This mission includes [INSERT teaching obligations] and graduate courses.  You are expected to participate minimally in the teaching mission during your first two years to allow you to set up your lab and establish your research program at WVU.  After this time you can expect an increasing teaching load.  As a Research [INSERT rank] Professor, your primary assignment is in the research mission and your teaching assignment will reflect this emphasis.  The topic and number of lectures may change to accommodate the needs of the department and this will be subject to assignment by the Departmental Chair.  As with all faculty, teaching assignments are at the discretion of the Department Chair.
4. You are expected to participate in the service mission commensurate with your rank.  Committee service related to the CTSI (see below) counts towards this mission.  As a Research Assistant Professor, your primary assignment is in the research mission and your service assignment will reflect this emphasis. Service to the university includes contributions to the efficiency and effectiveness of the faculty member’s department and college.

Please make arrangements to contact the HSC Chancellor’s Office of Research and Graduate Education immediately upon your arrival to arrange for the transfer of any research grants, as appropriate.

 Additional Requirements

[INSERT if faculty member will be a member of the WVCSTI]

It is our expectation that you will apply to become a member of the WVCSTI.  See the following: <http://www.wvctsi.org/membership> for instructions on how to apply to the WVCTSI. Other WVCTSI requirements include:

1. Follow the WVCTSI Acknowledgement Policy available at: <http://www.wvctsi.org/membership/citing-wvctsi/> Please notify Stephanie Ballard-Conrad, Communications Coordinator of the WVCTSI, prior to issuing press releases or other public advertisements concerning the outcome of your studies.
2. Promote objectivity in research by establishing standards that provide a reasonable expectation that the design, conduct, and reporting of research funded under NIH awards will be free from bias resulting from an Investigator’s Financial Conflict of Interest (FCOI); in accordance with 42 CFR Part 50 Subpart F. Grantees must be in compliance with all aspects of the 2011 revised regulation. Consult the NIH website http://grants.nih.gov/grants/policy/coi for a link to the regulation and additional important information.
3. Complete a financial disclosure (DOIR) form at: <http://oric.research.wvu.edu/services/conflict-of-interest/forms/disclosure-of-interest-in-research-doir-form-wvu-investigator>
4. Serve on various WVCTSI committees including but not limited to mentoring, pilot proposal review, and the clinical trial working group.
5. Work with CTSI Administration on budgets, reporting, and other requests to maintain clarity and transparency and provide updated professional information (biographical sketches, publications, presentations, survey responses, etc.) and requested data for required CTSI progress reports.

This offer of employment is contingent upon your ability to provide satisfactory documentation for the completion of a federal I-9 form. West Virginia University is required to complete and retain an I-9 Form for each employee to verify identity and eligibility to work in the United States. To comply with federal requirements, you must present your eligibility and identity documentation to Shared Services before your first day of paid employment. For more information regarding Shared Services including locations, hours, and a complete list of acceptable documents, please visit: <https://sharedservices.wvu.edu/employee-processing>.

If you are a nonresident alien and you currently do not possess authorization to work in this position at West Virginia University, please contact the International Students and Scholars Services at (304) 293-5954 immediately upon receiving this offer of employment. New employees who are a Foreign National should provide their documentation to Tax Services on or before their first day of employment. Please visit <https://taxservices.wvu.edu/international-payroll-processing> or contact Tax Services at [tax@mail.wvu.edu](mailto:tax@mail.wvu.edu) or (304) 293-3379 ext. 3 for additional information. **You will need to complete I-9 paperwork five working days prior to** [INSERT start date] **in order to be employed effective** [INSERT start date]**. Processing this paperwork after that date will result in a prorated salary.**

This appointment is offered in accordance with the provisions of WVU Board of Governors Faculty Rule 4.2 and the West Virginia University Faculty Handbook. These documents can be accessed at [http://faculty.wvu.edu](http://faculty.wvu.edu/). As with all positions in higher education, it is subject to the availability of funds and the approval of the appropriate expenditure schedule. During the term of this appointment, the University reserves the right to temporarily adjust or reduce your salary or to require you to take unpaid furlough days. The University shall only exercise these rights if budgetary conditions of the University require it. Further, you will be provided at least a 30 day notice prior to the University exercising any of these rights.

**WVU’s accrediting agency, the Higher Learning Commission, expects that transcripts of all faculty be available for its review. Thus we ask that you provide transcripts relevant to the degrees you hold, particularly at the graduate level. Please have these transcripts submitted to Mary Veselicky, Erma Byrd Biomedical Building, Health Sciences Center, PO Box 9104, Morgantown, WV 26506, prior to your arrival on campus.**

Your employment at West Virginia University is governed by the rules and policies adopted by the University, the School of Medicine, and by the faculty and administration of the Department of [INSERT department], as they are and as they may from time to time be changed. Significant policies and procedures include, but are not limited to, University statements that address evaluation, promotion and tenure, conflict of interests, outside professional interests, intellectual property, and integrity and compliance. It is your responsibility to be aware of these policies and procedures, as well as others that may apply to you. Further information concerning your privileges and duties as a faculty member may be obtained by contacting your Department Chair, [INSERT Chair name].

All faculty at West Virginia University are reviewed annually in accordance with University and School of Medicine policies, procedures and guidelines which you can access from the following websites <http://medicine.hsc.wvu.edu/media/361733/promotion-and-tenure-guidelines.pdf> and <http://wvufaculty.wvu.edu/policies/>. Your continued appointment as a faculty member is dependent upon your fulfillment of the responsibilities of this position, as they are described in this letter, and as they are changed over time. An annual review of your work will be conducted consistent with the current program and college policies and procedures for faculty evaluation. This review will take into account your productivity over time in addressing the expectations of the appointment letter and/or subsequent agreements. In this position you are expected to make significant contributions in research and reasonable contributions to service and education. WVU Health Sciences students, faculty, and staff use the SOLE Learning Management System platform for courses and department related sites <https://sole.hsc.wvu.edu>. Faculty and staff are encouraged to register for SOLE workshops at <http://soleportal.com/support/training/>.

In our efforts to guide you towards a productive and successful academic career, the Department of [INSERT Department] provides many opportunities for you to develop skills based on your needs. This would enhance your ability to contribute to our missions of education, service and scholarship. As part of our mentoring program, our mission leaders will meet with you at onboarding. In addition, we would like you to participate in the WVU New Faculty orientation, which is usually held in August of each year. We also have a Health Sciences Center wide Faculty Engagement Event in the spring of each academic year. We would highly encourage you to participate in both of these programs. In addition, we have a long-standing and successful Teaching Scholars Program (<https://www.hsc.wvu.edu/Faculty-Development/Teaching-Scholars-Program>) in which you can participate, either the longitudinal program or the summer program. You can choose the one that fits your needs the best. If your focus is specifically in research, we have a mentoring program which will help and guide you to accomplish your goals. Our goal is to provide any help we can to enhance your career and help you contribute to our missions.

Notwithstanding any University policy or rule to the contrary, for so long as you are employed as [INSERT rank], you will devote all of your working time and full professional effort to the duties required of you in the position, and you will have no gainful employment with any other person, firm, corporation or legal entity except upon prior written approval of the Chancellor. You will avoid at all times throughout the term of your employment the existence or appearance of a conflict of interest.  During your employment as [INSERT rank], you will comply with all laws, statutes, regulations, rules, and policies governing conflicts of interest, outside consulting arrangements, and ethics, including, without limitation, any ethics, conflict of interest, and outside consulting arrangement policy that may be in force at the University and the applicable provisions of the West Virginia Governmental Ethics Act (W. Va. Code Chapter 6B).

All full-time University Employees owe their primary professional allegiance and commitment of time and intellectual effort to the University. However, the University understands that at times, outside consulting opportunities and conflicts of interest or commitment may arise. WVU BOG Rule 1.4 – Ethics, Conflicts of Interest, and Outside Consulting Arrangements is available at <https://policies.wvu.edu/finalized-bog-rules/bog-governance-rule-1-4-ethics-conflicts-of-interest-and-outside-consulting-arrangements>. It outlines the requirements for appropriate disclosure and management of conflicts of interest or commitment, and the requirements for participation in appropriate outside consulting arrangements. As a term and condition of your employment, you specifically agree to abide by the requirements of WVU BOG Rule 1.4 in its entirety.

You understand and agree that in the course of your employment you will receive and become aware of information, projects and practices which are sensitive and confidential in nature. You agree to keep all such information strictly confidential and further agree not to communicate, disclose, divulge or otherwise use, directly or indirectly, such confidential and/or sensitive information for any purpose other than the necessary and appropriate business use related to your faculty position.

The University’s “BOG Governance Rule 1.5 Intellectual Property Rule for Patent, Copyright, and Trademark Rights,” can be located on line at <https://policies.wvu.edu/finalized-bog-rules/bog-governance-rule-1-5-intellectual-property-rule-for-patent-copyright-and-trademark-rights> for your review. As consideration for your appointment and pursuant to BOG Governance Rule 1.5, you agree to assign and hereby assign your rights in Intellectual Property created or invented within the scope of your employment with the University to the University, unless agreed in writing otherwise by the Chancellor and Executive Dean for Health Sciences of West Virginia University. (Intellectual Property is defined in BOG Governance Rule 1.5).

As a benefits-eligible employee, WVU Benefits Strategy holds your health and well-being in high regard so you can go above and beyond to reach your goals. WVU offers a comprehensive employee benefits package with a variety of options which you can tailor to meet your needs. To help ensure your benefits are set up accurately you will need to complete WVU Onboarding, which will be triggered once you accept your formal offer in the WVU Hire system. You will complete enrollment for required and optional benefits during the WVU Onboarding processing. Benefits-eligible employees have the month of hire (month they become benefits-eligible) plus the two (2) following months to enroll into optional benefits. Coverage is effective the first of the following month after enrollment. We ask you to please complete your forms and information as soon as possible, as failure to do so may delay the start of your benefits coverage. A Benefits Specialist will contact you if additional information is required. If you have questions while completing WVU Onboarding, please contact Shared Services at 304-293-6006 or [SharedServices@mail.wvu.edu](mailto:SharedServices@mail.wvu.edu).

According to federal law, West Virginia University must publish and distribute an Annual Security and Fire Safety Report (ASR) to current students and employees and to give notice of its availability to prospective ones. The ASR includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by West Virginia University, and on public property within or immediately adjacent to and accessible from the campus. The ASR also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a hard copy of the ASR by contacting the WVU Police at 304-293-3136 or by accessing it here: <https://police.wvu.edu/clery-act/campus-safety/annual-clery-report>.

In accordance with the Title IX regulations, the University’s Title IX Coordinator contact information is as follows: James Goins; Title IX Coordinator/Director of Equity Assurance; Division of Diversity, Equity and Inclusion – Equity Assurance Office; 1085 Van Voorhis Road, Suite 250, Morgantown, WV 26506; Phone: 304-293-5600; E-mail: [james.goins@mail.wvu.edu](mailto:james.goins@mail.wvu.edu).

At West Virginia University, security is a shared responsibility. That’s why we require everyone to use two-factor authentication. Simply put, it’s an extra layer of security besides your username and password. When you log into a secure system that contains sensitive, personal or financial information, you’ll have to confirm your identity with two things – something you HAVE (a device) and something you KNOW (a password). For more information, please visit our [knowledge base articles](https://wvu.teamdynamix.com/TDClient/1976/Portal/KB/?CategoryID=3626).

As part of your employment at WVU, you are asked to carefully read the policies and procedures which govern workplace expectations and conduct. While you may have already read these WVU policies and procedures, this is an excellent time to read them again and have them fresh in your mind for your new position. These policies can be found online at:

* Human Resources Policies and Procedures  
  <http://employeerelations.hr.wvu.edu/wvu-policies-procedures>
* Division of Diversity, Equity and Inclusion Policy on Sexual Harassment  
  [http://diversity.wvu.edu/](http://diversity.wvu.edu/policies/harassment_policy)
* Information Technology Services Governance and Policies  
  <http://it.wvu.edu/governance>
* University Police Department Website  
  <http://police.wvu.edu/>

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act require West Virginia University to distribute an annual security report to current employees and to give notice of its availability to prospective employees. The annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by West Virginia University, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the WVU Police at 304-293-3136 or by accessing the following website: <http://police.wvu.edu/clery-act>.

The professional conduct of West Virginia University employees is critical to the fulfillment of WVU’s mission, vision and values. The success of our university is built upon the concept of our employees and officials conducting themselves in a manner that demonstrates WVU’s values: Service, Curiosity, Respect, Accountability and Appreciation. The Code of Conduct outlines how WVU expects you to perform your work and interact with all members of the University community, including students, other WVU employees and visitors. WVU promotes freedom of expression and open communications. The University supports and encourages everyone to express their thoughts and concerns in a respectful manner. Leaders should provide fair and equitable treatment of others and create a positive, diverse, inclusive work environment. WVU expects you to abide by these standards, to protect the University by complying with state and federal laws and regulations, and to follow professional standards of conduct and/or ethical requirement specific to you assignment or discipline.

Your offer is contingent upon a satisfactory result from your background check.  Should your background check reveal any unsatisfactory results, your employment may be terminated immediately.

The [Department of insert here] will provide reasonable pre-approved relocation reimbursement based upon competitive bids per the institutional guidelines.

As part of your new employee experience, you will have the opportunity to learn about the mission and values of the University, hear a special message from President E. Gordon Gee, and review helpful resources in our new virtual [New Mountaineer Orientation](https://rise.articulate.com/share/cxIApal82rqfVLbOjQAGJMnN1jyz3X7R). On your first day of work with WVU, please access the session. It is self-paced, so you can join whenever is most convenient for you, and you can come back to the session whenever you would like. Be sure to click on the links within the session for videos, tips, and trivia. Your New Mountaineer Concierge will send you a welcome email that also includes this link for easy access.

You should also check out the new employee resources available in: [New Employees Guide for a Successful First Year](https://talentandculture.wvu.edu/files/d/abe875c4-9a7e-49e9-91f8-7413c92fbfb6/a-new-employee-s-guide-for-a-successful-first-year_-onboarding-toolkit-june-2020.pdf). Your supervisor has a companion guide and should work with you to ensure success in your first year as a Mountaineer. Additionally, please visit the [New Mountaineer Welcome Center](https://talentandculture.wvu.edu/new-employees) to learn more about WVU, Morgantown and West Virginia.

You are being provided with two originals of this correspondence, which is comprised of a total of [INSERT number of pages] seven (7) pages, including the final signature page. If you choose to accept this offer, please sign and date both originals, then return one of the originals to my office by [INSERT date], and retain one for your records. Your signature will confirm your acceptance of the terms of this offer and constitute your affirmation that you are free to enter into an employment relationship with West Virginia University and that you are not a party to any existing agreement that would prevent you from doing so. We look forward to having you join us as a faculty member and working with you to reach your professional goals. We are tremendously impressed with the potential you will bring

to the Department of [INSERT department] and the Health Sciences Center. The School of Medicine website can be accessed at: [http://medicine.hsc.wvu.edu/](http://medicine.hsc.wvu.edu/news/) . There is a Faculty Resources tab at this site that will aid you with some of the most accessed items. If we can be of any further assistance, or if you have any questions, please feel free to contact me.

Sincerely,

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[INSERT Chair name] Clay B. Marsh, MD

Chair, Department of Chancellor and Executive Dean

West Virginia University Health Sciences

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Laura F. Gibson, PhD

Senior Associate Chancellor for

Research & Graduate Education

Associate Dean for Research

Accepted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[INSERT name]