[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 Vice President’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 WV CSTI.  See the following: <http://www.wvctsi.org/membership> for instructions on how to apply to the WV CTSI. 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 conditioned upon approval by all the appropriate governmental authorities, and upon your ability to provide satisfactory documentation verifying your eligibility to work for West Virginia University in the above-mentioned position. WVU is required to maintain Federal I-9 Forms that verify each employee’s identity and eligibility to work in the USA. To comply with federal requirements, new employees who are US citizens or green card holders must bring employment eligibility and identity documentation to Employee Processing Services. Please see <http://payroll.wvu.edu/>  for a list of acceptable documents as well as employee processing locations and hours. New employees who are a Foreign National should provide their documentation to Tax Services. Please see <http://taxservices.wvu.edu/internationals> or contact Tax Services at (304) 293-3379 extension 3 for additional information. Nonresident aliens who currently do not possess authorization to work in a position at West Virginia University, should immediately contact the West Virginia University Health System (WVUHS) Legal Services – Immigration Division at 304-285-7175. **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.**

Your faculty appointment is offered in accordance with the provisions of West Virginia University as described in the WVU Faculty Handbook, which you can access from the website <http://wvufaculty.wvu.edu/r/download/139120> and West Virginia University Board of Governors Policy 2 which you can access from <http://bog.wvu.edu/policies>.

**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 Vice President. 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).

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 policy on intellectual property and technology transfer can be located on line at <http://techtransfer.research.wvu.edu> for your review. As consideration for your appointment, you agree that any rights in any intellectual property you develop while at WVU will vest in WVU and be assigned to WVU by you, unless agreed in writing otherwise by the Vice President and Executive Dean for Health Sciences of West Virginia University.

As a benefits-eligible employee, WVU Benefits Administration 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 open the “Benefit Eligible Employee Required Forms link” and complete *BEFORE* [INSERT start date]. For your convenience these forms can either be mailed or submitted electronically.  Employees can also participate in group sessions where assistance in completing the forms will be provided. Please contact Benefits Administration at 304.293.5700 x4 to be added to an upcoming session. <http://benefits.hr.wvu.edu/nebsandrbp>.

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 department] will provide reasonable preapproved relocation reimbursement based upon competitive bids per the institutional guidelines.

You are being provided with two originals of this correspondence, which is comprised of a total of [INSERT number of pages] five (5) 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,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[INSERT Chair name] Clay B. Marsh, MD

Chair, Department of Vice President and Executive

 Dean, WVU Health Sciences

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Laura F. Gibson, PhD

Senior Associate Vice President for

Research & Graduate Education

Associate Dean for Research

Accepted:

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

[INSERT name]