# WAYNE STATE UNIVERSITY

**EMPLOYMENT AGREEMENT**

According to the Board of Governors’ Statutes and other University policies, all new appointees must agree to the following terms and conditions of employment.

NUMBER PARAGRAPH/Use only if appropriate. Faculty and academic staff at WSU are represented by the American Association of University Professors-American Federation of Teachers (AAUP-AFT). The Collective Bargaining Agreement (CBA) is available online from the Provost’s website:

<https://provost.wayne.edu/resources/academic-personnel/collective-bargaining-agreements>

Under current law, WSU faculty and academic staff have the following options:

1. Pay dues as a member of the AAUP-AFT union.

2. Pay a voluntary fair-share agency fee to the AAUP-AFT union.

3. Do not pay any membership dues or fair share agency fees.

If you do not return a card, no payroll deductions will take place.

NUMBER PARAGRAPH/Use only if appropriate. Your initial appointment is without tenure. The tenure process shall follow the guidelines established by the University and the American Association of University Professors-American Federation of Teachers (AAUP-AFT) in the applicable WSU/AAUP-AFT Agreement. Tenure and tenure consideration are governed by University policy and the agreement between the University and the AAUP-AFT.

NUMBER PARAGRAPH/Use only if appropriate. This offer carries no presumption of reappointment or continuing tenure.

NUMBER PARAGRAPH/Use for all offers. The terms of this agreement may not be modified or altered by any oral statements or representations. This agreement may be modified only in writing signed by a University official as authorized by University Policy.

NUMBER PARAGRAPH/Use for all offers.In compliance with the Clery Act, the University publishes its Security and Fire Safety Report annually.  This document is posted on the Wayne State University Police Department website, [www.police.wayne.edu/](http://www.police.wayne.edu/), on the Dean of Students Office website,  [www.doso.wayne.edu/](http://www.doso.wayne.edu/), and on the Office of the General Counsel website, [www.generalcounsel.wayne.edu/](http://www.generalcounsel.wayne.edu/).  The report can be downloaded from any of these three sites, and it provides an overview of Wayne State's public safety resources, policies and procedures.  This report also provides information on how you can prevent crime and increase your safety and security on campus. Please take a few moments to read it carefully.

NUMBER PARAGRAPH/Use for all offers. The position carries a substantial and valuable body of fringe benefits, including a choice of medical insurance programs, employer provided life insurance, optional low-cost life insurance, short-term disability benefits, long-term disability benefits, and a 403(b) and a 457(b) retirement plan.  The University 403(b) retirement plan provides matching contributions for eligible employees (over the age of 26) upon enrollment into the program.  (<https://hr.wayne.edu/tcw/retirement-savings/403b>).   Additional information regarding benefits offered to WSU employees can be found at the WSU Benefits Administration web site at “<https://hr.wayne.edu/current/benefits>.”

NUMBER PARAGRAPH/Use for all offers. Federal law requires that you provide evidence of identity and employment authorization. Your employment authorization must be done by completing an I-9 online at <http://www.newi9.com/>  before your first day of service with the University. You must also bring original documentation that establishes your identity and employment eligibility with you on your first day of service. Please be aware that the University will be unable to pay you for any work you perform prior to your compliance with this federal regulation, and any such work will have been performed as a volunteer.  If you are on a non-immigrant visa and work prior to your official start date the work will be considered to be “unauthorized employment” by the U.S. Citizenship and Immigration Services, which is a violation of status and basis for termination.  If you are not a citizen of the United States or a lawful permanent resident, this appointment is contingent upon your holding and maintaining approved employment authorization by the U.S. Citizenship and Immigration Services.  If you are a non-immigrant alien you need to update this process in the [NAME OF DEPARTMENT] prior to each assignment.  If you are a citizen or permanent resident of the United States and if you have completed the I-9 process at the University within the last three years, you will have already completed this requirement.

NUMBER PARAGRAPH/Use only if appropriate. Since you are not a citizen of the United States or a lawful permanent resident, this appointment is contingent upon your holding and maintaining approved employment authorization by the Bureau of Citizenship and Immigration Services.

CHAIR DEAN

DEPARTMENT SCHOOL/COLLEGE