**Two-year appointment of a PTF 3**

**BEGIN USING TEMPLATE FOR APPROPRIATE FALL 2009 ASSIGNMENTS**

**Use for Part-Time Faculty 3 who is being given a two-year appointment.** (Article XIV.B.2.b. provides as follows: “Where a PTF 3 has regularly taught two or more semesters (per three-semester academic year), he/she will be given a two-year appointment at the same level of employment as in previous academic years except when prevented by the following:

* + - * 1. Elimination or downsizing of a department or program, a decrease in courses due to changes in General Education Curriculum or in major or minor programs, or a reduction in the number of courses or sections offered in the applicable semester.
        2. Creation of new full-time or graduate teaching assistant positions that absorb existing courses taught by Part-Time Faculty.
        3. Reassignment of a course or courses to a full-time faculty employee or a graduate teaching assistant.
        4. Cancellation of a course(s) due to under-enrollment.
        5. Poor performance by the Part-Time Faculty Member, as evidenced by student evaluations, classroom observation(s), documented failure to meet the standards of the unit, or the faculty member’s failure to correct a performance problem identified in an evaluation conducted pursuant to Article XV. Student evaluations alone shall not be used as the exclusive basis to deny, reduce, or subsequently cancel an appointment.

vi. Other *bona fide* and relevant academic, fiscal, or programmatic reasons.”)

Date

Name

Address

Dear \_\_\_\_:

The purpose of this letter is to inform you that you are being given (assuming you desire it) a two-year appointment as part-time faculty at Wayne State University.  There follows an offer of an assignment for the upcoming semester.  Later you will be offered an assignment [or two assignments, etc.] for the \_\_\_\_ semester; an assignment [or two assignments, etc.] for the \_\_\_\_ semester, and an assignment [or two assignments, etc.] for the \_\_\_\_ semester.

We are pleased to offer you an assignment as a \_\_\_\_\_\_\_\_\_\_\_\_ in the department of \_\_\_\_\_\_\_\_\_, school/college of\_\_\_\_\_\_\_\_\_\_. The term of your assignment will be for the period [date] through [date]. These are the Start Date and End Date of your offer.The rate of compensation for this assignment will be at $xxx per credit hour, which will amount to $xxx for the semester. You should be aware that the University reserves the right to change the method of course delivery under exigent circumstances.

You will be responsible for instructional duties as follows:

Course Name

Course Number Section Number (if any) Credits

Day Time

Location

You will be responsible to \_\_\_\_\_\_\_\_\_\_\_, and your duties will be as follows [elaborate]:

**This offer is contingent upon verification of your eligibility to work in the United States (please see Sections 7 and 8 below).**

This offer is contingent upon the completion of a satisfactory background check that is required by University policy for this position, including, but not limited to, a criminal background check. If the University determines that your background check results are unsatisfactory, this offer shall be revoked.

Wayne State University requires all students, faculty and staff to be fully vaccinated against COVID-19 with limited exceptions. Learn more at: <https://wayne.edu/coronavirus>. Vaccine verifications can be uploaded using the following link: <https://go.wayne.edu/vaccine-verification>. If you require a medical or religious exemption to the vaccine mandate, please complete and follow the instructions in the following form: <https://wayne.edu/coronavirus/covid-vaccine-declination-form.pdf>.

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.

Your assignment is governed by and subject to the policies and procedures of Wayne State and the terms of the Collective Bargaining Agreement (CBA) between Wayne State University and the UPTF-AFT (Union of Part-Time Faculty, AFT Local 477, ALF-CIO). A copy of the CBA is available on the Provost’s web site at <https://provost.wayne.edu/resources/academic-personnel/collective-bargaining-agreements>. Please note that your salary includes any increase required by the CBA.

Under current law, WSU part-time faculty members have the following options:

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

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

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

To authorize payroll deductions for UPTF-AFT membership dues or a voluntary agency fees, you may complete the UPTF Union Membership/Voluntary Fair Share Card, available online: <https://aftmi.knack.com/data#wsu-uptf-membership-page/>.

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

Your assignment is also subject to the following terms and conditions:

1. Part-time faculty assignments do not carry regular faculty status and do not provide employer-paid medical or life insurance benefits.

However, represented Part-Time Faculty may be eligible for voluntary Dental and/or Vision Insurance (100% of the premium cost is paid by the employee).  Open enrollment for these benefits for Part-Time Faculty is during the first several weeks of the Fall academic year.  Benefit coverage for these benefits continues for a twelve (12) month period.

Part-Time Faculty members may be eligible to make employee contributions to the Wayne State University 403(b) Retirement Savings Plan.  Please review Article XXVII (403(b) Retirement Program; pg. 36) of the [UPTF Collective Bargaining Agreement](https://provost.wayne.edu/pdf/uptf_collective_bargaining_agreement2020-23_.pdf) on specific eligibility guidelines and information about this program.

2. Part-time faculty assignments, although renewable by mutual agreement, are for the period specified only and carry no implied agreement of continued employment at the University except as provided in the Collective Bargaining Agreement.

3. University policy requires that part-time faculty assignments be limited to no more than half-time service. Half-time service means that an individual cannot be employed in this classification more than 0.49 FTE (i.e. eight credit hours). It is your responsibility to inform the hiring unit if you are employed elsewhere in the University as part-time faculty.

4. This offer is contingent upon course or section enrollment sufficient, in Wayne State University’s sole discretion, to allow the course or section to be offered as scheduled. The University reserves the right to cancel the course or section or to reassign it. The Collective Bargaining Agreement confers certain rights to a part-time faculty member whose course has been cancelled or reassigned.

5. Continuation of compensation will be dependent upon completing your assignment in accordance with applicable University rules and within the period specified.

6. No person holding an assignment as graduate teaching assistant, graduate research assistant, graduate student assistant, Rumble Fellow, or graduate fellow shall also be appointed as part-time faculty except with the approval of the Dean of the Graduate School, and by accepting the terms and conditions of this offer you certify compliance with this requirement.

7. **FORM** **I-9 PROCESS: IMPORTANT INFORMATION ABOUT EMPLOYMENT ELIGIBILITY VERIFICATION REQUIREMENTS**

U.S. Federal law requires all employees to provide their employer satisfactory evidence of their identity and eligibility to be employed in the United States by completing a Form I-9.

You will be contacted by Human Resources to complete a Form I-9 if you are:

(i.) Newly hired at the University or,

(ii.) You were rehired after a break in service of greater than one year since the End Date of your last assignment and the Start Date of your next assignment ***and***the most recent Form I-9 you completed is more than 3 years old upon the Start Date of your next assignment.

For example, a re-hired employee completed her most recent I-9 on August 18, 2014. The End Date of her last assignment ended on December 20, 2016 and the Start Date of her new assignment begins on January 8, 2018.

She must complete a new I-9 because she had a break in service of more than one year ***and*** her I-9 on file with the University was completed more than three years before the start date of her next assignment.

Form I-9 consists of two sections:

(i.) Section 1 must be completed by the employee online or in person before their Start Date.

(ii.) **Section 2 must be completed by the employer in the presence of the   
employee within 3 business days of the employee’s Start Date.**

**These deadlines are established by U.S. Federal law. The University expects all employees to comply with these deadlines.**

If you would like more information about Form I-9 requirements, please visit the WSU Human Resources website at <https://hr.wayne.edu/clientservices/current/i-9>.

**8. WORK AUTHORIZATION REQUEST (WAR) PROCESS: IMPORTANT INFORMATION ABOUT EMPLOYMENT ELIGIBILITY REQUIREMENTS FOR FOREIGN NATIONALS ON NON-IMMIGRATION VISAS**

To be eligible to work in the United States, all Foreign Nationals on a non-immigrant visa must receive a Work Authorization Request (WAR) approval from the University’s Office of International Students and Scholars (OISS) before starting their assignment. Employees must also receive approval when changes are being made to a current assignment, and/or for any future assignments.

**It is illegal to work at Wayne State before the Work Authorization Request process is completed.**

Work authorizations/re-authorizations will be requested by your Hiring Department through the WAR Portal. Your Hiring Department will receive email confirmation of the WAR approval.

***Note: Your Start Date will be either the first day of the term of your assignment or the effective date of the approval of your WAR, whichever is later.***

**I-9 Process for Foreign Nationals Who Have a Social Security Number**

After your WAR has been approved, you must follow the I-9 process in Section 7.

**I-9 Process for Foreign Nationals Who Do Not Have a Social Security Number**

You must promptly apply for a Social Security Number. When you obtain your Social Security Card, you are required to *meet in person* with a WSU Human Resources representative to begin the process of completing the I-9 process. You will be contacted to schedule this meeting in advance of your Start Date.

9. The terms of this agreement may not be modified or altered by any oral statements or representations. The agreement may be modified only in writing, signed by an authorized University official.

10. **[Use only for an additional service assignment]:**

Part-time faculty who also hold a salaried University assignment may not hold an overload assignment of more than .25 FTE. This (.25 FTE) means that the calculated salary for the part-time assignment cannot be greater than 25% of your regular salary for the same assignment period, e.g., a semester.

We anticipate your affirmative response to this offer. If you accept this assignment, please sign and return this letter agreement and such forms as are enclosed [specify where and to whom]. If we do not receive your response by then, this offer is withdrawn effective that date.

If you wish to become a member of the Union of Part-Time Faculty, or if you wish to pay a voluntary fair share fee, you may complete and return the UPTF card to the UPTF office.

We look forward to your being part of the Wayne State University community.

Sincerely,

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

(Authorized Signatory)

I accept the terms and conditions of this offer.

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

(Name of Candidate) (Date)