

Template #2: For benefits ineligible, paid scholar, no visa required

Dear insert name:

I am pleased to offer you a position as [insert title] in the Department of [insert] in the [insert] at West Virginia University (“WVU”). This visiting appointment is for [insert] months, from [insert date] through [insert date] while you are on leave from [insert institution]. We will provide salary compensation of \$[insert] per month, for a total of \$[insert] over the [insert number] month term of appointment. Your first check during this time period will be issued on or about [insert date]. This temporary position is full-time, non-tenure track, and non-benefits eligible.

This offer of employment is contingent 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 United States. To comply with federal requirements, new employees must bring employment eligibility and identity documentation to Employee Data Services (EDS) and complete I-9 paperwork a minimum of five working days before their first day of paid employment. Processing this paperwork after that date may result in a prorated salary. Please see <http://payrolltaxeds.wvu.edu/> for the list of acceptable documents as well as employee processing locations and hours. If you are a U.S. citizen or resident alien, your social security card and driver’s license will be requested.

Your responsibilities will include [insert].

All Visiting Scholars must review WVU’s policies and other information on the University’s website: <http://www.wvu.edu>. Visiting Scholars are “Members of the University Community,” as defined in Board of Governors’ policy, and are expected to abide by applicable University standards. All Visiting Scholars are required to have health and accident insurance.

WVU does not assume responsibility or liability, in whole or in part, for any sickness, disease, injuries (including death), losses, damages, acts of God, force majeure, public health risks, criminal activity, terrorism, accident, damage to property, failure or negligence of any nature howsoever caused in connection with the Visiting Scholar’s presence on, or transportation to and from, WVU’s campus, or events, or locations related to Scholar’s affiliation with WVU.

I certainly hope that you accept this offer. Should you have any questions that cannot be answered by [insert], do not hesitate to contact me. As an acknowledgment of these terms of employment, please sign and return to me within ten (10) working days of its receipt the original of this letter. A copy of the letter is enclosed for your files.

Sincerely,

[Chair’s Signature]

Visiting Scholar’s Acceptance: _____

Signature: _____ Date: _____

Birthdate: _____