

ELECTRONIC MAIL

June 30, 2022

Name  
Address  
City/State/Zip

RE: Non-paid Clinical Faculty Appointment

Dear Mr./Ms./Dr. XX,

On behalf of the Elson S. Floyd College of Medicine at Washington State University (WSU), we are pleased to offer you an appointment to the Department of Medical Education and Clinical Sciences. This offer is contingent upon satisfactory results of a background check, including licensure and board certification where applicable. The terms of the appointment are as follows:

Title/Rank: xx

Payroll Title: Clinical Faculty College of Medicine/0705

Track: Clinical (non-paid faculty appointment)

Location: This position is connected to the xx campus of WSU

Reports To: xx, Associate Dean of Clinical Education

Effective Dates: «Effective\_Dates» to June 30, 2025

Scope of Work: As a faculty member, you agree to contribute to academic life. Contributions may be in various areas including teaching, scholarship, and service to the university, college, or department. For a list of representative activities, please refer to Appendix 1.

Additionally, if you are a practicing clinician with approved credentials, you may be directly involved with medical student teaching in your clinic and/or hospital settings. You agree to become conversant with the Department MD Program requirements for preceptorships for first and second-year medical students, and with the requirements for your specialty in the Longitudinal Integrated Clerkship (LIC), if teaching third and/or fourth-year students. You agree to stay current with medical education best practices and, where possible, contribute to continuous quality improvement in the education of medical students.

This is a nonpaid faculty position; the college may provide funds to support the faculty member's role and service to the college in accordance with university policy.

Your performance as a faculty member is reviewed on an annual basis each calendar year to assess and facilitate your progress toward promotion, and to ensure your activity as a faculty member is fully understood and supported.

«Last», «First»

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Scholarly activity is encouraged, in your area of clinical expertise and/or in medical education. Service to the college, through committee work or other activities is also encouraged. Such contributions will accrue in the support of promotion on the Clinical (non-paid) track.

This appointment with the college grants you limited rights and privileges of a faculty member which includes active input in the college's faculty council decisions, service opportunities (academic committees, sub-committees, etc.), access to all libraries and other college resources, and access to a community of faculty colleagues comprised of medical educators, researchers, and scholars.

Your appointment is subject to review and renewal on an annual basis. Your appointment may be terminated at any time at the discretion of the college's Dean.

As a faculty member you are expected to participate in all required faculty development opportunities and to monitor your WSU issued email account for official college communications.

The Faculty Manual, in its current form and as it may be revised in the future, is a primary resource for policies and procedures regarding faculty, and its provisions are conditions of employment. The Faculty Manual should be consulted and followed in resolving questions regarding your appointment. You may access the Faculty Manual at the following website: <http://facsen.wsu.edu> and the college's bylaws at: <https://medicine.wsu.edu/documents/2017/03/faculty-bylaws-2.pdf>. The Elson S. Floyd College of Medicine Faculty and Staff Guide is located here: <https://medicine.wsu.edu/documents/2017/08/faculty-and-staff-desktop-guide.pdf>.

As a new faculty member, you are required to complete training regarding prevention of discrimination and sexual harassment within six months of your appointment date. Information regarding this training is available at the following web site: [hrs.wsu.edu/dshp](https://hrs.wsu.edu/dshp).

You are also required to complete training regarding the Family Educational Rights and Privacy Act within the first month of your appointment. Access the online training at <https://www.ronet.wsu.edu/Main/Apps/FERPATest.ASP>.

Washington State University is committed to providing equal opportunity in education and employment, and in all aspects of university activities. A critical element of our commitment to diversity lies in our ability to collect and assess student and employee demographic data. Your response to the voluntary WSU Employee Demographic Information Survey would be very helpful in our efforts to create a rich and inclusive community for all at WSU. Visit the Office for Equal Opportunity's website at [oeo.wsu.edu/eeo-aa-compliance/](https://oeo.wsu.edu/eeo-aa-compliance/) for more information and to complete the survey.

Faculty affiliation status with the college can be used for matters pertaining to your faculty appointment, for example teaching students, attending related conferences, etc., but not for matters related to personal commercial gain. For questions, please contact WSU Office of the Attorney General at (509) 335-2636.

Please return a copy of this letter indicating if you accept or decline this appointment to the Department of Medical Education and Clinical Sciences @ [meded.clinsci@wsu.edu](mailto:meded.clinsci@wsu.edu). A reply is requested at your earliest convenience, but no later than two weeks from the date of this letter. Please retain a copy of the letter for your records.

Acknowledgement and Acceptance:

I accept your invitation for an appointment with the Elson S. Floyd College of Medicine at Washington State University and agree to adhere to all the rules and regulations that apply at the university and the laws of the state of Washington, as they currently exist or as they may be amended from time-to-time.

I \_\_\_\_\_ accept \_\_\_\_\_ decline the terms of this offer.

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«First» «Last»

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Date

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Preferred Email Address

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Preferred Phone Number

**Appendix 1.** Example activities of academic engagement for non-paid faculty:

	<b>Teaching</b>	<b>Scholarship</b>	<b>Service</b>
<b>Department</b>	Clinical Preceptor	Student advisor for scholarly project	Faculty mentoring
	Subject matter expert for student consultations on curricular content	Quality improvement or research investigator/co-investigator	Student mentoring and career advising
	Offer elective course		Student interest group faculty advisor
	Teach one or more sessions of curriculum		
<b>College</b>	Clinical Skills (OSCE) Examiner		Serve on standing committee (e.g., Admissions, Curriculum, GME, etc.)
			Participate in accreditation process, improvement, and documentation
			Provide subject matter expertise for media inquiries
			Student mentoring (e.g., wellness activities coach)
			Admissions interviewer