

1 **Academic Staff Personnel Rules**
2 **Chapter Four - Letter of**
3 **Appointment and Orientation**

4 **ACS 4.0. Letter of Initial Appointment.**

5 Conditions of the appointment shall be specified in a letter of appointment signed by the Chancellor or
6 Human Resources Director and shall include detailed terms and conditions of appointment as follows [as
7 required by UWS 10.02(2)]:

8 (1) Title and type of appointment;

9 (2) Duration of appointment

10 In order to place the academic staff member's renewal date into the established review cycle, the
11 initial contract offered to mid-year hires may be for either (a) the period through the end of the
12 academic year or June 30th, i.e., less than 12 months in length, or (b) through the end of the
13 second academic year, or June 30th, i.e., greater than 12 months in length;

14 (3) Salary;

15 (4) Definition of operational area;

16 (5) A general description of the duties and responsibilities of the position;

17 (6) Statement of the need for approval by Board of Regents (if required);

18 (7) An invitation to the next scheduled orientation (See ACS 4.1); and

19 (8) A copy of the academic staff personnel rules.

20 **ACS 4.1. Orientation**

21 Academic Staff shall receive an orientation to campus. This orientation will cover a variety of topics includ-
22 ing an explanation of employment-related benefits, academic staff personnel rules and information on the
23 Academic Staff mentoring program. Group orientation may be provided periodically.