

# General Terms for Guest Academics or Clinical Faculty

This document states the general conditions of invitation for all guest academics welcomed by Oakland University and is an official part of all such offers. Specific conditions (title, etc.) are stated in individual offers of invitation.

- **Administrative Policies and Procedures**

Oakland University faculty members are to understand and comply with the terms of the following administrative policies and procedures:

[Policy 1130 FERPA \(Family Education Rights & Privacy Act\)](#)

[Policy 830 Information Technology](#)

[Policy 710 Administrative Guidelines Prohibiting Discrimination](#)

[Policy 850 Network Infrastructure Policy](#)

[Policy 711 Guidelines for Handling Discrimination Complaints](#)

[Policy 860 Information Security](#)

[Policy 470 Release of Student Educational Records](#)

[Policy 870 Software Regulations](#)

[Policy 406 Conflict of Interest Nepotism](#)

[Policy 880 System Administration Responsibilities](#)

[Policy 430 Freedom of Information Act](#)

[Policy 890 Use of University Information Technology Resources](#)

[Drug-Free Workplace Policy](#)

- **Immigration and Naturalization Service Status**

This offer is contingent upon having appropriate status with United States Immigration and Naturalization Service.

- **Sexual Harassment Training**

Academic guests of Oakland University are strongly encouraged to complete and pass sexual harassment training within the first three days of their appointment. Training information will be sent via email by University Human Resources.

- **Accommodations for Persons with Disabilities**

Oakland University is a non-discriminatory, affirmative action employer. In accordance with the Michigan Persons with Disabilities Civil Rights Act, persons with disabilities who require accommodation to perform the duties of their position must notify their supervisors in writing of this need within 182 days of receipt of this notice or within 182 days of knowledge of the need for such accommodation.

PLEASE SIGN THE ORIGINAL OF THIS DOCUMENT WHERE INDICATED BELOW AND RETURN IT TO THE DEAN'S OFFICE, ALONG WITH THE SIGNED ACCEPTANCE OF THE ACCOMPANYING LETTER OF OFFER AND ANY EMPLOYMENT FORMS.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ DATE: \_\_\_\_\_