



## General Terms for Oakland University William Beaumont School of Medicine Faculty Appointments

This document states the general conditions of appointment for all full-time faculty employed by Oakland University William Beaumont School of Medicine (OUWB) and is an official part of all such offers. Specific conditions (title, salary, etc.) are stated in individual offers of appointment.

### ▪ **New Employees**

For appointees not currently in the University payroll system, the following new employee paperwork must be completed and returned: Federal and Michigan withholding exemption forms, a personnel information sheet, and an employment eligibility verification form.

### ▪ **Administrative Policies and Procedures**

OUWB 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.

### ▪ **Employment Eligibility Verification Form**

The Employment Eligibility Verification Form (I-9 form) for all new employees is a requirement of the Federal Immigration Reform and Control Act of 1986. If you accept this offer, original documents listed on the eligibility verification must be presented, and the form must be completed and signed by an agent of Oakland University within three business days after the start of the term of appointment. University/Academic Human Resources are the authorized agents of the University.

### ▪ **Social Security Card**

The Social Security Administration requires that we have a copy of your Social Security card on file within three (3) days of date of hire. If you do not have a Social Security card, one must be applied for and the receipt submitted to the school or department secretary. The new card must be on file within 90 days in order to be in compliance with federal law.

### ▪ **Sexual Harassment Training**

Faculty members of OUWB are strongly encouraged to complete and pass sexual harassment training, preferably within two weeks of receiving the link to online training. Training information will be sent via email by University Human Resources.

▪ **Raised Seal Transcripts**

This appointment requires that an official, raised seal transcript showing award of the doctoral or other terminal degree be provided to OUWB at the time of hire. If this appointment is offered prior to receipt of a terminal degree, then a transcript showing the award of the highest degree held must be provided at the time of hire, and a terminal degree transcript provided when that degree is awarded.

▪ **Tenure Evaluation**

Criteria for appointment and promotion to ranks in standard, pre-tenured (probationary) and tenured appointments vary with the candidate's academic focus. The award of tenure is based on an evaluation of the faculty member's performance in four areas: (1) Achievement in Investigation, (2) Achievement in Education, (3) Achievement in Patient care and Related Clinical Activities, and (4) Achievement in Service to the School of Medicine, Oakland, Beaumont and Community. Tenure is granted in seven-year terms that are renewable indefinitely, pending satisfactory post-tenure review in year six of the tenure term. In addition to post-tenure review, the performance of every faculty member with tenure is reviewed annually.

For detailed information about these performance areas, please refer to the School of Medicine's Faculty Handbook available at: <https://www.oakland.edu/Assets/Oakland/medicine/files-and-documents/faculty/2019-2020%20Faculty%20Handbook%20TH%20%207.2.19.pdf>

▪ **Biography**

Please provide a one-paragraph biography highlighting your academic career to Faculty Affairs within your first week of employment

▪ **Benefits Enrollment**

To obtain coverage in benefit programs, you must complete the enrollment forms no later than 60 days following your employment date. You are eligible to participate in the retirement program effective as of the start of your appointment; application forms must be submitted by the tenth day of the month preceding the month in which coverage is to begin. Participation in the retirement programs cannot be made retroactive. For further information, contact Benefit Office at (248) 370-4207.

▪ **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: \_\_\_\_\_