

General Terms for Special Lecturer Appointments

This document states the general conditions of appointment for Special Lecturers employed by Oakland University covered by a collective bargaining agreement 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, 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**

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.

▪ **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.

▪ **Sexual Harassment Training**

Faculty members of Oakland University 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 Oakland 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.

▪ **Faculty Agreement**

Employment at Oakland University is governed by a collective bargaining agreement with the local chapter of the American Association of University Professors; the latest published agreement can be found on the Academic Human Resources website. You are encouraged to read the entire agreement carefully; please pay particular attention to Articles XIII and XV through XVIII which require some selections you must make at the time of employment.

▪ **Benefits Enrollment**

You are eligible for medical and optical benefits, as well as tuition reimbursement (up to 10 credits per academic year). For further information, please contact the Benefits 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.

☆ **FOR NURSING EMPLOYEES ONLY**

The School of Nursing is required to have evidence of the following in the Dean's office before the first day of employment at Oakland University: Proof of your current Michigan licensure to practice nursing, proof of a tuberculin test and/or chest x-ray, positive titers for hepatitis B (or waiver), varicella, rubella, rubeola, and mumps, CPR, drug screen (initial hire only) and a State of Michigan background check (initial hire only).

We understand that you have already complied with the OSHA blood borne pathogen standards. If this is not true, you must comply with these standards immediately.

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: _____