

# General Terms for Lecturer Appointments



This document states the general conditions of appointment for part-time faculty employed by Oakland University 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, enclosed are one or more of the following forms, which must be completed and returned: Federal and Michigan withholding exemption forms, a personnel information sheet, a state employees oath card, and an employment eligibility verification form. Forms previously completed by virtue of a prior appointment are not enclosed.

- **Employment At Will**

Lecturers serve at the pleasure of the University and are employees-at-will, meaning that employment may be terminated at any time, with or without cause, with or without prior notice, and without recourse to any appeal process. There is no requirement that the notice of termination specify any reason for termination.

- **Loyalty Oath**

The loyalty oath is required of citizens of the United States for employment at any state institution of Michigan. If you accept this offer, please sign the enclosed card (it is not necessary to sign the card before a notary public). Citizens of foreign countries are not required to sign this oath, but are requested to complete the oath card, indicating the country of citizenship in the space reserved for the signature.

- **FERPA (Family Educational Rights & Privacy Act)**

Oakland University faculty members are to understand and comply with the terms of the Family Educational Rights & Privacy Act, especially when using Oakland's information systems. A copy of this act is located at the following website:  
<http://www2.oakland.edu/audit/POLCY1130.HTM>.

- **Use of University Information Technology Services**

Oakland University employees are to understand and comply with the terms of the Use of University Information Technology Services policy, especially when using Oakland's information systems. A copy of this policy is located at the following website:  
<http://www3.oakland.edu/oakland/frames.asp?main=http://www2.oakland.edu/audit>

- **#430 Freedom of Information Act**

Oakland University members are to understand and comply with the terms of the Freedom of Information Act. A copy with details of this act is located at the following website:  
<http://www2.oakland.edu/audit/POLCY430.HTM>

- **#470 Release of Student Educational Records**

Oakland University members are to understand and comply with the terms of the Releasing of Student Educational Records policy. A copy of this policy is located at the following website:  
<http://www2.oakland.edu/audit/POLCY470.HTM>

▪ **#860 Information Security**

Oakland University members are to understand and comply with the terms of the Oakland University Information Security policy, especially when using Oakland's information systems. A copy of this policy is located at the following website:  
[http://www2.oakland.edu/audit/policy\\_860.doc](http://www2.oakland.edu/audit/policy_860.doc)

▪ **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. Academic Human Resources authorized agent 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**

Lecturers of Oakland University are required to complete and pass sexual harassment training within the first three days of their employment. The training is available online at <http://training.newmedialearning.com/psh/oakland/>.

▪ **Raised Seal Transcripts**

This appointment requires that an official, raised seal transcript showing award of the highest degree held be provided to Oakland at the time of hire.

☆ **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.

▪ **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 WHICH WERE ENCLOSED.

ACCEPTED: \_\_\_\_\_ DATE: \_\_\_\_\_