



Office of Human Resources  
1201 Locust Avenue • Fairmont, WV 26554  
Phone: (304) 367-4113  
Ashley.Maxey@fairmontstate.edu

February 20, 2026

Via Regular Mail and  
Email (read receipt requested) to Amy.Hutson@fairmontstate.edu

[Address]

**Appointment Confirmation for AY 2026-27**

We are pleased to send you this confirmation of your appointment as \_\_\_\_\_ at Fairmont State University, effective five (5) business/workdays before the start of the 2026-27 academic year, and five (5) business/work days after the last date of the term. This correspondence outlines the University's expectations regarding this appointment.

In accordance with the provisions of the West Virginia Higher Education Policy Commission and the Fairmont State University Board of Governors institutional policy:

Academic Year Appointment Period:	AY 2026-2027
College/School Appointment:	[college]
Job Pay Title:	[rank]
Tenure Status:	Tenure
Appointment Category:	9-Month Employee
Obligation Dates:	August 12, 2026 – May 21, 2026
Pay Year (26 pays*):	First Pay Date: September __, 2026
Base Salary:	\$fill in

\* Faculty pay is spread over the full fiscal year. There are 26 biweekly pay periods in a fiscal year.

This notice may not include any upcoming position, pay or title changes scheduled after the date of this correspondence. If any such changes do occur, you will receive another letter with updated information.

You acknowledge that the position specified is a full-time occupation, and that any external or secondary employment complies with your obligations, as an employee of the State of West Virginia, per the West Virginia Ethics Act and Title 133, Procedural Rule West Virginia Higher Education Policy Commission Series 9, Section 4.3.1.; and that you must notify your employer of external services or employment that has the possibility of interfering with your institutional duties. In compliance with this expectation and as a condition of accepting this appointment, you must complete the attached External Employment and Service Disclosure and Approval Form. If you have external employment or service engagements, then you must work with your dean to establish and document parameters to ensure compliance with West Virginia law and HEPC and Board policies regarding these engagements. Please review and complete sections 1-5 of the attached form and submit the form to your dean by March 16, 2026.

You acknowledge your obligation to provide accurate and up-to-date information regarding academic credentials, required license or certification, publication, or previous work experience. Should misrepresentation of such information occur you may face disciplinary action up to and including termination.

All full-time faculty positions include service and scholarship expectations that are not covered by credit hour load. In consultation with your chair and dean, you are given a large degree of discretion in determining the focus of your service and scholarly efforts. Your work in these areas should be documented in your Annual Faculty Review (AFR) and will be evaluated in the AFR process. Your teaching load will be a minimum of 12 credit hours for the fall term and 12 credit hours

for the spring term, totaling a minimum of 24 credit hours, unless a course release is provided to you in writing. These courses may be face-to-face, hybrid, fully online, or located at one of Fairmont State's off-campus locations. These courses may also be scheduled during the evenings or on Saturdays. The Provost or other designated representative will determine all assignments and obligations including but not limited to work location, mode of delivery of educational content, professional development days, commencement attendance, assessment requirements and faculty meetings.

Unless an alternate work location is approved by the Provost for the 2026-2027 appointment term, your work location is on the main campus at Fairmont State University, in Fairmont, WV, or at the Robert C. Byrd National Aerospace Education Center, in Bridgeport, WV.

This appointment is subject to fulfillment of the duties and responsibilities of the position, as well as appropriation by the Legislature as reflected in the approved expenditure schedule set out by the West Virginia Department of Revenue's State Budget Office and continued adequate funding. The appointment is for the period and purpose specified. No other interest or right is obtained by virtue of this appointment. Any special conditions of this appointment not reflected in this letter shall be made in writing, signed by both you and the President or the President's designee, and appended to this letter.

Please review the Faculty Handbook and the expectations delineated in this appointment letter for a listing of faculty duties and expectations. A few of those duties or expectations are highlighted here:

- Participate in orientation, assessment, student recruitment and registration, campus visitation days, and activities and off- campus events.
- Attend Professional Development weeks.
- Submit grades and all other required documents and reports timely.
- Participate in all assessment and accreditation activities as directed.
- Attend commencement exercises (appropriate regalia is required.)
- Complete and submit annual faculty evaluations by the established due date.
- Maintain course gradebooks and template syllabus in Blackboard.
- Complete assessment of all courses with full submissions prior to the end of each academic semester to the appropriate coordinator.

You shall perform those duties that are customarily performed by those in similar positions and other duties as specifically assigned by your supervisor, which may include, but are not limited to:

- creating a positive and conducive learning environment for students;
- academic counseling, advising, supervising, and being available to the students through the provision of a minimum of five designated office hours, either in person or online or a combination of the two, as determined by your dean or chair;
- advocating for and promoting the University;
- working collegially with fellow faculty members and administrators; and
- growing professionally.

Ethical, collegial, respectful, professional, and inclusionary conduct is a fundamental expectation for every Fairmont State University community member. All employees must abide by the standards of behavior outlined in Fairmont State University policies and procedures. Additionally, your appointment is subject to federal and state law requirements, as well as the employment based policies of those entities noted below, including any future modifications thereto:

- a. West Virginia Higher Education Policy Commission found online at <http://www.wvhepc.edu/resources/rules-and-policies/>
- b. Fairmont State University Board of Governors found online at <https://www.fairmontstate.edu/aboutfsu/board-governors/policies-list>
- c. Fairmont State University institutional policies and procedures found online at <https://www.fairmontstate.edu/publications/campushandbooks/employeehandbook.pdf>, and

- d. Faculty Handbook found online at  
<https://www.fairmontstate.edu/files/institutionalforms/formrepo/16-17%20Faculty%20Handbook.pdf>.

Questions regarding benefits associated with this appointment should be directed to Ashley Maxey at (304) 367-4113 or [ashley.maxey@fairmontstate.edu](mailto:ashley.maxey@fairmontstate.edu). For general questions concerning your employment, please contact HR at (304) 367-4111 or [HR@fairmontstate.edu](mailto:HR@fairmontstate.edu). Questions on your academic responsibilities may be directed to your Chair, Dean or the Provost's Office.

Your acknowledgment of this appointment is only confirmed by your signing and dating below, signing and dating the Fairmont State University Confidentiality Agreement (2025-2026 Fiscal Year) located at the following link [https://www.fairmontstate.edu/forms/protection-confidential-or-sensitive-information-employee-agreement\\_and\\_completing\\_signing\\_and\\_dating\\_the\\_External\\_Employment\\_and\\_Service\\_Disclosure\\_and\\_Approval\\_Form](https://www.fairmontstate.edu/forms/protection-confidential-or-sensitive-information-employee-agreement_and_completing_signing_and_dating_the_External_Employment_and_Service_Disclosure_and_Approval_Form). Please return this original letter of appointment to the Office of Human Resources, 230 Hardway Hall, and execute the electronic Confidentiality Agreement (2026-2027 Fiscal Year) within ten (10) calendar days from the date that appears above. Please submit the External Employment Form to your dean by March 16, 2026. Please keep a copies for your records. For those employees who are currently working remotely, an electronic signature on this Appointment Confirmation will be accepted. University-issued email should be utilized for all correspondence regarding this communication.

Thank you for your service to Fairmont State University and for everything you do for our students and our institution.

Very truly yours,

Ashley Maxey  
Director of Human Resources

cc. Employee's Personnel File  
Academic Supervisor

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*Please note that, while we have made every effort to ensure the accuracy of the information provided here, an occasional error may occur. We reserve the right to make any needed corrections or adjustments to pay in the event of an administrative error. The employee will be issued a new letter with the appropriate revisions made.*