



## FACULTY POLICY/PROCEDURE HANDBOOK ACKNOWLEDGEMENT

NAME: \_\_\_\_\_ HIRE DATE: \_\_\_\_\_

COLLEGE:                      CLA                      GSE                      LAW                      AGSM

This serves as acknowledge that I have been provided with an option to receive a copy of the faculty policy handbook for the school in which I will be employed. I have opted for the following mode of receiving the handbook:

☐ Electronic. I agree to access the electronic version of the faculty handbook for my school at the URL provided below.

☐ Printed. I would like the dean's office to send me a printed copy of the faculty handbook that applies to my position.

<http://www.willamette.edu/dept/hr/policies/index.html>

I understand that it is my responsibility to read the policies in the handbook. Additionally, I know that I should contact my Dean's office, or the Office of Human Resources if I have questions or need help (such as interpretation assistance) in understanding the information in it. I understand that the policies in the printed version may not be the most recent version of policies and that I should check with the Dean's office or Human Resources before making any material decisions based on the printed policies.

I understand the information provided in these documents as a set of guidelines and is not all inclusive. It does not represent an employment contract, express or implied, nor does it guarantee employment for any specific or definite period of time. In addition, as circumstances change, the policies and practices described in this handbook may also change from time to time. The University reserves the right to change, add to or discontinue any of the policies in this handbook as it deems appropriate.

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

\_\_\_\_\_  
Date