

December 6, 2017

Mi-Ai Parrish

Dear Ms. Parrish:

On behalf of the Walter Cronkite School of Journalism and Mass Communication (Cronkite School), we are pleased to offer you a full-time, benefits-eligible appointment as the Sue Clark Johnson Professor in Media Innovation and Leadership (at the academic rank of Professor of Practice) beginning January 1, 2018. This is an academic-year (9-month) appointment at an academic-year salary of \$120,000. The academic year is from August 16 to May 15. Therefore, your salary for the period of January 1, 2018 through May 15, 2018 will be a prorated amount based on the full academic year salary. In this position you will be responsible to the Dean of the Cronkite School.

This appointment is renewable annually on an academic-year basis, contingent upon your continued satisfactory performance, available funding and the needs of the university. Fixed-term and temporary appointments have no tenure implications and do not accrue time towards sabbatical leaves.

By accepting this appointment, you agree to comply with the rules and regulations of the University, including those in the Academic Affairs Manual (commonly known as the ACD Manual), and the Arizona Board of Regents relating to your appointment, including the Conditions of Faculty Service, the provisions of Standards of Professional Conduct for Faculty Members and Academic Professionals, the Code of Ethics, and the Arizona Board of Regents Intellectual Property Policy. These documents are available online at <http://www.asu.edu/aad/manuals/acd/index.html> and at <http://www.azregents.edu/policymannual/default.aspx>. In addition, upon your acceptance of this appointment, you hereby assign to the Arizona Board of Regents for and on behalf of Arizona State University, all right, title and interest in and to intellectual property created or invented by you in which the Arizona Board of Regents claims an ownership interest under its Intellectual Property Policy.

Please see the important **New Hire Instructions and Fact Sheet** attached to this letter. It contains specific information and directions to help facilitate your arrival and orientation to Arizona State University.

This offer will remain open until December 15, 2017. If you accept, please sign and date this letter and attachment where indicated and return to Sandy Mancilla Rannow in the Cronkite School Dean's Office by the date specified above. We join the faculty in offering our congratulations on your selection, and we hope that you will accept our offer.

Sincerely,



Christopher Callahan  
Vice Provost and Dean



Deborah Clarke  
Vice Provost for Academic Personnel  
Office of the Executive Vice President and University Provost

Accepted:



Mi-Ai Parrish

12-7-17

Date

## New Hire Instructions & Fact Sheet

- ASU faculty appointments are made on a 9-month academic year basis, August 16 to May 15, annually.
- Please note that new employees are not eligible for any salary increases before the fiscal year [July 1 - June 30] that begins after the initial date of appointment, unless specifically deemed eligible by the Arizona Board of Regents or the University.
- All offers of employment are contingent upon the successful outcome (as determined by the university) of the pre-employment screening activities, including a criminal history check (or a fingerprint check), under Arizona Board of Regents policy 6-709.
- Prior to the beginning of your appointment at ASU, we must receive an original transcript from the institution where you earned your terminal degree that indicates completion of the degree. Please ask the registrar to send your transcript directly to Sandy Mancilla Rannow ([smrannow@asu.edu](mailto:smrannow@asu.edu)) at the Walter Cronkite School of Journalism and Mass Communication, 555 North Central Avenue, Suite 302, Phoenix, Arizona 85004-1248.
- Please plan to attend an orientation session provided for new ASU employees. To register for an orientation session, go to <https://cfo.asu.edu/orientation> or call 480-965-4751. A New Benefits-Eligible Employee checklist can be found here: <http://www.asu.edu/hr/documents/-benefits-eligiblechecklist.pdf>.
- In compliance with the Immigration Reform and Control Act of 1986, Arizona State University must verify the eligibility of new employees to work in the United States. In keeping with federal requirements, **within three (3) business days of the start of your employment at ASU** you must complete an online Employment Eligibility Verification form (Form I-9) and present documentation that establishes your identity and employment authorization. ASU Human Resources requires this documentation before you can be paid. For more information about completing this process by the required deadline, please work with your department's Human Resources staff, and go to <https://cfo.asu.edu/new-employee-info> or call 480-727-9900.
- Your health and other benefits must be elected by January 30, 2018. See <https://cfo.asu.edu/hr-benefitsenrollment> for more information. (After January 30, 2018, elections may be made during the **Annual Open Enrollment** period or with a **qualified life event**.) The health and other benefits coverage will become effective the first day of the pay period following completion of online enrollment, provided it is completed by January 30, 2018.
- Please note that enrollment in a mandatory retirement plan must be completed by January 30, 2018. If you elect the Optional Retirement Plan, you must also establish an account under ASU with Fidelity or TIAA-CREF by January 30, 2018. Failure to complete the ORP enrollment process will result in default enrollment in the Arizona State Retirement System. Some new employees are not eligible to enroll in a mandatory retirement plan (e.g., certain visa holders, certain retirees etc.) and some new employees may opt out of participating in a mandatory retirement plan. To learn more, please visit: <https://cfo.asu.edu/hr-mandatoryretirement-plans> and <https://cfo.asu.edu/hr-enrollmentpackets>.
- Within the first 30 days of your employment, you are required to complete the training module "Title IX and Your Duty to Report" (<https://cfo.asu.edu/hr-titleIX>). To find out about other required training modules, please contact your department's Human Resources staff or call 480-727-9900.

For assistance with your new hire paperwork, please contact Sandy Mancilla Rannow with the Cronkite School at 602.496.5040 or via email at [smrannow@asu.edu](mailto:smrannow@asu.edu).

Accepted:

  
Mi-Ai Parrish

12-7-17  
Date