[Department/School Letterhead]

 R E M I N D ER

**Effective September 16, 2020, the following conversions go into effect:**

* Principal Lecturers 🡪 Teaching Professors
* Senior Lecturers 🡪 Associate Teaching Professors
* Lecturers (competitive) 🡪 Assistant Teaching Professors

AHR/ISC will make the conversions centrally.

**Units are not allowed to use the new titles prior to September 16, 2020**

January 26, 2021

NAME

ADDRESS

Dear [NAME],

It is my pleasure to inform you that the [Department/School] of [NAME] faculty have recommended your appointment at the rank of [LECTURER FULL TIME (competitive recruitment), SENIOR LECTURER, PRINCIPAL LECTURER], effective [MM/DD/YY-MM/DD/YY]. This recommendation has been forwarded, with your credentials, to the Dean of the College of Engineering, who has authorized me to inform you of the terms of the offer.

We propose a full-time annual base salary of $\_\_\_\_\_\_($\_\_\_\_\_\_/month) on a 9-month basis (100% time). You will be eligible for merit increases if authorized by the Washington legislature.

In the [Department/School] the initial appointment of a [LECTURER FULL TIME (competitive recruitment), SENIOR LECTURER, PRINCIPAL LECTURER] is for a period of [1-5] years. Renewal will be considered by the Department in Winter Quarter of the final year of the initial appointment.

Your duties will include [DESCRIBE DUTIES].

In the summer period of June 16 through September 15, lecturers have the option of teaching additional classes to supplement their income. If you teach [#] additional classes during summer quarter the department will compensate you at [$] a class, bringing your total annual income to [$]. Lecturers can also engage in consulting work so long as it is less than 13 calendar days/academic quarter, and the average is less than or equal to 1 day per 7-day week. This requires the approval of the department chair, dean, and provost’s office. In addition, it is expected that the working time of University faculty be devoted to the duties which are be assigned them by the University. Every effort shall be made to schedule all University-related faculty work as a part of normal duties. Excess compensation to University faculty for work not represented by regular salary may be paid only under exceptional circumstances, and must be approved in advance by the chair, dean and provost’s office.

The University of Washington has an excellent benefits package for employees, including employee-matched retirement plans, excellent medical and dental plans, long-term disability, and life insurance options. The following benefits website is a summary of the benefits available to you as a faculty member at the University of Washington: <http://www.washington.edu/admin/hr/benefits/index.html>

The College and the University also has several resources available for faculty members to develop a strong educational portfolio. These include workshops, peer mentoring and individual consultation with professionals with expertise in educational pedagogy and instructional approaches. In particular, I draw your attention to the Center for Engineering Learning and Teaching (CELT): <http://depts.washington.edu/celtweb/> and the Center for Teaching and Learning: <http://www.washington.edu/teaching/teaching-resources/>.

While I have discussed with you the general responsibilities of the position, faculty appointments are governed by the University Policy Directory and you should familiarize yourself with the sections pertaining to the responsibilities, expectations, and privileges of all faculty, particularly the rules of appointment contained in Chapter 24 of the Faculty Code. A copy is available online at the UW website:

<http://www.washington.edu/admin/rules/policies/FCG/FCGTOC.html>

All appointments are subject to adequate funding, the applicable laws of the State of Washington, and the rules and regulations of the University.

Before your appointment recommendation can be acted upon formally, we must receive your written concurrence with the proposed perms of appointment as specified above.

A condition of this appointment is that you resign any faculty appointment or other employment which you are holding elsewhere by the effective date of your University of Washington appointment.

Appointments require formal action by the Board of Regents to become effective. All appointments are subject to adequate funding, the applicable laws of the state of Washington, and rules and regulations of the University as they may be amended from time to time. The appointment will become effective, following approval by the president and Board of Regents at the University of Washington. When the Board has taken action to confirm your appointment, the President will provide you with a formal notice of appointment. Before the Board can act upon our recommendation, it is necessary for you to provide me with your written concurrence. Please let me know as soon as possible, and no later than [DATE], if this offer is acceptable by signing the attached copy of this letter and emailing it back to me at [CHAIR’S EMAIL ADDRESS]. If you have any questions, please do not hesitate to contact me. I hope that the details of this offer are agreeable to you and I look forward to your acceptance.

Finally, I would like to say how eager we are to have you join us in the [Department/School] of [NAME]. Bringing your tremendous strengths in [FIELD] along with your wonderful energy will truly enhance our department. I would be pleased to discuss any aspect of this offer or any other questions you might have about the [Department/School] and its future. I look forward to having you as a colleague and a member of [Department/School] of [NAME] in the College of Engineering at the UW.

Sincerely,

[NAME OF CHAIR]

Professor and Chair

**Acceptance:**

I concur with the terms set forth in this offer letter and accept the appointment as [LECTURER FULL TIME (competitive recruitment), SENIOR LECTURER, PRINCIPAL LECTURER], in the Department/School of [NAME] in the College of Engineering at the University of Washington. My anticipated start date is [DATE].

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

\_\_\_\_\_\_\_\_\_\_\_\_

Date

cc: Jihui Yang, Vice Dean

 Kojay Pan, Associate Dean, Finance and Administration