January 26, 2021

Name, Title

Address

Address

Address

Dear [NAME],

It is my pleasure to inform you that the Department of [NAME] faculty have recommended your appointment at the rank of [RESEARCH ASSOCIATE PROFESSOR or RESEARCH PROFESSOR], effective [DATE] to June 30, [YEAR]. I am confident that you will bring an important new dimension to the Department of [NAME] as well as enhance our strong \_\_\_\_\_\_\_\_\_\_\_\_ program(s) even further. I also strongly believe that the Department of [Name] and the University of Washington will provide an excellent and nurturing environment in which your academic career can flourish to the maximum extent.

The initial term of your appointment will be for a period of [1-5] year(s), renewable indefinitely. 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.

***OPTIONAL LANGUAGE ON FUNDING***: It is expected that you will obtain grant funding sufficient to support at least [#] % of your salary and benefits. **[Insert one of two options:]**

**1. (Text to use when the Department will not bridge fund WOT faculty)**

You should be aware that if there is not enough funding to cover a portion of your salary, then all or part of it may be “without salary”.

**OR**

**2. (Text to use when the Department will provide bridge funding)**

For a period of [#] year(s), the Department will bridge fund this portion of your salary or until which time you obtain funding. Thereafter, this portion of your salary will be contingent on your ability to generate necessary funding from grants, contracts or other applicable sources. You should be aware that if there is not enough funding to cover this portion of your salary, then all or part of it may be “without salary”.

We commit $[STARTUP AMOUNT] in startup funds, which can be used for hiring research assistants, travel, equipment, supplies, furniture, release quarters, or in other ways that support your research and educational efforts. The startup funds must be expended within five years of your initial appointment date, [START DATE]. Any unexpended funds will revert to the Department, College, and/or University for other uses at that time. ***(Note: any other offers included in the startup package such as funding of RAs should be included here with relevant timelines.)***

The Department of [NAME] and College of Engineering strongly encourage and promote sharing of research space and facilities among research and educational programs with similar needs. We expect that some of the facilities you establish will be available to other researchers and, in turn, you can use the available facilities as needed. For example, through collaboration with faculty members within and outside the Department, you should be able to have access to some unique facilities from which your research can benefit.

[**SPACE**: INCLUDE RECOMMENDED LANGUAGE FROM “BEST PRACTICES FOR SPACE IN OFFER LETTERS” MEMO FROM ASSOICATE DEAN OF INFRASTRUCTURE.]

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>

Additionally, we will, of course, pay the costs of household moving in accordance with University regulations. You can find more information on household moves and related expenses at <http://f2.washington.edu/fm/ps/moving-expenses>. [NAME OF STAFF] will contact you soon with information about the University’s benefit plans and to answer any specific questions you may have about moving expenses. [S/he] can be reached at (206) [PHONE NUMBER].

It is our expectation that you will develop a balanced effort of research, teaching, and service. Your research program will likely involve both projects of your own and collaborative endeavors, and may well include both fundamental and applied studies. You will be involved in teaching, advising, and mentoring of undergraduate and graduate students in [DEPARTMENT NAME]. We expect you will teach existing undergraduate and graduate courses in [DEPARTMENT NAME], make improvements to them, and/or develop new courses. ***OPTIONAL LANGUAGE ON TEACHING:*** Our current teaching load is generally [#] courses over three academic quarters, but can vary depending on other factors such as level of research, service obligations, and classes taught. Salary increases are determined based on an evaluation of your teaching, research, service contributions, and leadership. Salary increases are determined based on an evaluation of your teaching, research, service contributions, and leadership. *(****Note: additional expectations or practices specific to the department should be noted in this paragraph.)***

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>

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.

Before your appointment recommendation can be acted upon formally, we must receive your written concurrence with the proposed perms of appointment as specified above. Please provide this as soon as possible. Enclosed please find a University Biography form [OPTIONAL: I-9 form, and W-4 form]. Please complete sign, and return the form (s) with your letter of concurrence.

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. 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 mailing it back to me in the self-addressed return envelope provided. If you have any questions, please do not hesitate to contact me. Please also complete and sign the UW Biography form which is enclosed, and return it to me with your acceptance letter.

Finally, I would like to say how eager we are to have you join us in Seattle, and we hope that you share in our excitement. Bringing your tremendous strengths in [FIELD] along with your wonderful energy, will truly enhance our department We believe that the Department of [NAME] provides a fertile environment, both functionally and philosophically, in which you can make major contributions, grow professionally and work collaboratively. I would be pleased to discuss any aspect of this offer or any other questions you might have about the Department and its future. I look forward to having you as a colleague and a member of Department of [NAME], the UW, and the Seattle community.

Sincerely,

Nancy Allbritton [NAME OF CHAIR]

Frank and Julie Jungers Dean Professor and Chair

College of Engineering Department of [DEPT]

**Acceptance:**

I concur with the terms set forth in this offer letter and accept the appointment as [RESEARCH ASSOCIATE PROFESSOR or RESEARCH PROFESSOR] in the Department of [NAME], College of Engineering, at the University of Washington. My anticipated start date is [DATE].

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

Name

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

Date

Cc: Jihui Yang, Vice Dean of Engineering

Kojay Pan, Associate Dean, Finance and Administration