August 8, 2025

Name, Title

Address

Address

Address

Dear [NAME],

It is my pleasure to inform you that the Department of [NAME] faculty has recommended your appointment at the rank of [ASSOCIATE PROFESSOR or PROFESSOR] with tenure, effective [DATE]. 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.

We propose a full-time annual base salary of $\_\_\_\_\_\_($\_\_\_\_\_\_/month) on a 9-month basis (100% time). Your position is eligible for a salary increase as authorized by the Provost, in accordance with the Washington State Legislature after your first year of service. *[-or if it’s any date past September (i.e. October – January), use “Your position is eligible for a salary increase and is subject to authorization by the Provost, in accordance with the Washington State Legislature, as of [September 1, 202X]”].*

In the summer period of June 16 through September 15, faculty are permitted to engage in sponsored research at the same salary rate for up to 2.5 months, paid from your research support and/or startup funds, in accordance with University procedures. These 2.5 months can be extended to 3 months with the approval of the department chair, dean, and provost. Faculty who wish to engage in any outside work should refer to the University of Washington, Presidential Executive Order No. 57, Outside Professional Work for Compensation policy, at <https://www.washington.edu/research/compliance/outside-professional-work-for-compensation-form-1460/>.

We commit $[STARTUP AMOUNT] in startup funds, which can be used for hiring research assistants, summer salary, travel, equipment, supplies, furniture, release quarters, or in other ways that support your research and educational efforts. The startup funds must be expended within [*# of years – 5, 6, etc.*]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 encourages and promotes 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.

All space at UW is actively managed, so your space will adjust with your program needs and level of activity. Growth in research activity and personnel will prompt negotiations for additional space with the Chair of the Department Infrastructure Committee. ***[Note:******include any department specific language from “Best Practices for Space in Offer Letters” found at*** [*https://www.engr.washington.edu/files/mycoe/faculty/docs/BestPractSpaceInOffer.pdf?v=2022-04-20*](https://www.engr.washington.edu/files/mycoe/faculty/docs/BestPractSpaceInOffer.pdf?v=2022-04-20)***]***

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 pay the costs of household moving in accordance with University regulations. You can find more information on household moves and related expenses at <https://finance.uw.edu/ps/sites/default/files/Household%20Moves%20Guide.pdf>. [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.

The College and the University also have 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, draw your attention to the Office for the Advancement of Engineering Teaching & Learning: <https://www.engr.washington.edu/mycoe/oaetl> and the Center for Teaching and Learning: <http://www.washington.edu/teaching/teaching-resources/>.

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. 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. **[*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.

This offer is contingent upon acceptable outcomes regarding criminal background (if applicable) and sexual misconduct checks. State law requires that the University of Washington obtain a Disclosure of Sexual Misconduct declaration signed by the candidate, as well as conduct a reference check concerning any sexual misconduct at current or past Washington state postsecondary educational institutions  and ask the candidate whether they have been the subject of any substantiated findings of sexual misconduct by an association with which they have, or have had, a professional relationship. The declaration requires candidates to disclose any substantiated findings of sexual misconduct, to authorize current and past employers and relevant associations to disclose to the UW any sexual misconduct currently being investigated and/or committed by the candidate, and to release current and past employers and relevant associations from any liability. If the results of the disclosure or reference check are unacceptable, the offer will not be extended.

The College of Engineering Council on Promotion and Tenure must review documentation for recommendation of new faculty appointments, with or without tenure to the rank of [Associate/Full] Professor. In addition, all University 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 [Month Day, 202X], if this offer is acceptable by signing the attached copy of this letter and emailing it back to me with your concurrence.

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,

[Name Surname], [Director/Chair]

[Department/School]

Nancy Allbritton

Frank and Julie Jungers Dean of Engineering

**Acceptance:**

I concur with the terms set forth in this offer letter and accept the appointment as [ASSOCIATE PROFESSOR or 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 Operations