December 15, 2022

Name, Title

Address

Address

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 [ASSISTANT TEACHING PROFESSOR (competitive recruitment)/ASSOCIATE TEACHING PROFESSOR/TEACHING PROFESSOR], effective [MM/DD/YY-MM/DD/YY]. This appointment is not eligible to for tenure.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 [ASSISTANT TEACHING PROFESSOR (competitive recruitment)/ASSOCIATE TEACHING PROFESSOR/TEACHING PROFESSOR] 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 [$XXX] a class, bringing your total annual income to [$XXXXX]. 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/>.

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 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/>.

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, available at 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.

Under University of Washington (UW) policy, as a condition of employment and/or other University-compensated appointment, individuals must be fully vaccinated against COVID-19 and provide proof thereof, or receive a UW-approved medical or religious exemption. For more information, visit <https://www.washington.edu/coronavirus/vaccination-requirement>.

This offer is contingent upon the UW verifying your vaccination status or approving an exemption request prior to the start date of your appointment. If you wish to be considered for a medical or religious exemption, you are expected to request an exemption by notifying your UW hiring unit as soon as possible, but no later than two weeks before your start date.

Failure to provide proof of vaccination or to obtain a UW-approved exemption prior to the appointment start date may result in a withdrawal of this offer.

This offer is also 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. The declaration requires candidates to disclose any substantiated findings of sexual misconduct, to authorize current and past employers to disclose to the UW any sexual misconduct currently being investigated and/or committed by the candidate, and to release current and past employers from any liability. If the results of the disclosure or reference check are unacceptable, the offer will not be extended.

All 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 [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. 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 [ASSISTANT TEACHING PROFESSOR (competitive recruitment)/ASSOCIATE TEACHING PROFESSOR/TEACHING PROFESSOR], 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 Operations