August 8, 2025

Name, Title

Address

Address

Address

Dear Name,

It is our pleasure to inform you that the faculty of [School/Department] in the College of Engineering at the University of Washington have recommended your appointment at the rank of Assistant Professor, effective [September 1, 202X]. I am confident that your research in [name of major research area] will greatly strengthen our [School/Department], the College, and the broad University as well. I also strongly believe that the [School/Department] and its supportive culture will provide an excellent and nurturing environment in which your academic career can flourish.

The proposed terms of the offered appointment would be at a salary of $XX,XXX per month for a 9-month service period, on a full-time basis*.* Additional salary for the summer period of June 16 through September 15 for up to 2.5 months may be earned at the same salary rate from research support and/or your startup funds, in accordance with University procedures. University policies typically limit salary to 11.5 months per year, therefore your 11.5-month salary including summer support would be $XXX,XXX. However, a full 3 summer months of support can be obtained with approval of the [School Director/Department Chair], Dean, and Provost. 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]”].*

More details of the offer, including your startup package, are listed below:

1. We commit $XXX,XXX to you to support your research. These funds can be used for hiring research assistants, summer salary, travel, purchasing equipment, release quarters, etc. *Be sure to outline start-up funding sources that tie to the final term sheet – how much is being provided by the Department/School, CoE and other sources].*
2. *If the following applies to your Department/School, include*: We will also recommend to the Provost your appointment to a [college or school chair or professorship], effective [MM DD, YYYY]. This is recognition of your accomplishments as a scholar and to provide flexible support for your research program.
3. Summer months are paid from your research support and/or startup funds, in accordance with University procedures. The cost of each month is your monthly salary plus the fringe benefit rate, currently 24%.
4. The current cost of hiring a research assistant from your startup is approximately $XXX,XXX per academic quarter, which generally includes stipend, tuition, and insurance support. These costs do not include indirect costs, which are charged to grants but not to startup or gift funds. *If the following applies to your Department/School, include:* In addition, each [Department/School] faculty adviser pays the “computing recharge fee” of about $520/quarter for people they hire. Faculty also pay a small part of the support costs for administrative staff who administer their grants.
5. After [*# of years – 5, 6, etc.*]years, or if you separate from the UW for any reason within your first [*XX*] years of employment, any unexpended startup funds will be returned proportionally to the original funding sources.
6. The standard teaching load in [Department/School] is XX courses per year (XX per quarter); *If the following applies to your Department/School, include:* ongoing participation in graduate seminars is also expected. Faculty can buy a maximum of one release quarter each year (from discretionary funds or from grants that allow this) at 75% of their three-month academic salary (plus benefits) per quarter.
7. *If the following applies to your Department/School, include*: In general, full-service responsibilities are typically delayed until after tenure.

This offer includes a relocation incentive payment in the amount of $XX,XXX. Acceptance of this offer confirms your understanding that the full amount of the relocation incentive payment must be repaid to the University, if within one year of the date of your appointment you voluntarily terminate University employment, or if you engage in behavior that makes termination of employment necessary. In addition, acceptance of this offer may have tax consequences for you, and necessary payroll deductions will be taken from the relocation incentive payment. If you have questions about the tax implications of the relocation incentive payment, you may wish to consult a tax professional for advice.

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>. [Assistant’s name] will contact you soon with information about the University’s benefit plans and to answer any specific questions you may have about moving expenses.

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/>.

You will be provided with an office in the [BUILDING] or [BUILDING] and your students will be provided with office space as well. *If the following applies to your Department/School, include*: As you know we are a collegial department and share lab space by area, with many faculty being part of several labs. (*You may also consider adding information about fume hoods, square footage, etc.)*

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. Part of the fringe package pays for an immediately vested matching of your retirement contributions; this starts at 5%, shifts to 7.5% at age 35, and can move to 10% at age 50.

Please reference <http://www.washington.edu/admin/hr/benefits/index.html> for additional benefits information available to you as a faculty member at the University of Washington.

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/>.

As a new faculty member, you are encouraged to participate in the Faculty Fellows program, a one-week orientation program held in early September to familiarize new faculty with the University, to get to know their fellow new hires, and to assist them in tuning their teaching skills. The program relies almost entirely on senior faculty members with distinguished records as educators to work with new faculty members on effective teaching methods and techniques for balancing the demands of successful teaching and research. While focusing on institutional techniques and responsibilities, the program also fosters collegiality across disciplinary boundaries. Information on the program can be found at <http://www.washington.edu/teaching/programs/faculty-fellows-program/>.

*Depending on the new hire’s situation, include the following information (i.e., candidate is currently faculty elsewhere, etc.):* At the University of Washington, the initial appointment of an Assistant Professor is for a period of three years. Renewal for a second three-year period will be considered by the [Department/School] in Spring Quarter of the second year of the initial appointment. Tenure must be considered by the end of the second three-year appointment term.

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

Appointments require formal action by the Board of Regents to become effective. When action is taken by the Regents confirming your appointment, the President will provide you with a formal notice of appointment. Before the Regents can act upon our recommendation, it is necessary for you to provide me with your written concurrence of the proposed terms of appointment as specified here. Please let me know as soon as possible, and no later than [Month Date, 202X], if this offer is acceptable by signing the attached copy of this letter and emailing it back to me with your concurrence.

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

*Depending on the new hire’s situation, include the following information (i.e., candidate requires visa sponsorship and/or requires completion of their terminal degree):* This faculty position also requires completion of the terminal degree. It is expected that documentation, in the form of an original transcript or education evaluation, of your completed terminal degree will be submitted to [department name] no later than your employment effective date. In addition, this offer is contingent on your securing a valid immigration status and work authorization before your expected start date and maintaining your valid immigration status and work authorization throughout your employment. If you have any questions, please contact [department contact name] at [email address] or (XXX) XXX-XXXX.

I would like to say how incredibly excited we are to have you join us as a faculty member in the [Department/School]! We believe that we provide a highly supportive environment, both technically and culturally, in which you can make major technical contributions, grow professionally, and work collaboratively across the college and University. We very much look forward to having you as a faculty colleague and welcoming you as a member of our [Department/School] family.

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 Assistant Professor in the [Department/School of X], in the College of Engineering, at the University of Washington. My anticipated start date is September X, 202X.

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Name Date

Cc: Jihui Yang, Vice Dean of Engineering

Kojay Pan, Associate Dean, Finance and Operations