August 8, 2025

Name, Title

Address

Address

Address

Dear [NAME],

It is my pleasure to inform you that the Department of [PRIMARY] and Department of [SECONDARY] have recommended your joint appointment at the rank of Assistant Professor, effective [DATE]. I am confident that you will bring an important new dimension to the departments [PRIMARY DEPT] and [SECONDARY DEPT] as well as enhance our strong \_\_\_\_\_\_\_\_\_\_\_\_ program(s) even further. We believe that the University of Washington will provide an excellent and nurturing environment in which your academic career can flourish to the maximum extent.

Joint appointments recognize a faculty member's long-term commitment to, and participation in two (or more) departments. Your primary appointment will be with the Department of [PRIMARY]. Your tenure eligibility will be [**CHOOSE ONE**: held solely in the Department of [PRIMARY] ***OR*** shared between the Department of [PRIMARY] (X%) and Department of [SECONDARY] (X%)]. You will have the privilege of participation in governance and voting in [**CHOOSE ONE**: the Department of [PRIMARY] ***OR*** both departments].

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 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/7 day week. This requires the approval of the Department Chair, Dean, and Provost’s Office. Also, up to 25% excess compensation may be earned for every month of the academic year if support is available through continuing education or short courses in which the faculty member participates.

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 may be used for up to six years, or until you are no longer Assistant Professor here at the UW, whichever is first. Any unexpended funds will revert to the Department, College, and/or University for other uses after that time. ***(Note: any other offers included in the startup package such as funding of RAs should be included here – with time limits as relevant. An equitable split of start-up investment and RCR distribution should closely follow the salary split.)***

The 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 your departments, you should be able to have access to some unique facilities from which your research can benefit. (***NOTE: The primary department is assumed to be where the candidate’s space will reside. The secondary unit is strongly encouraged to allocate office space as well.***)

[**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 <https://finance.uw.edu/ps/how-pay/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].

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/>.

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. ***Optional statement depending on department practices***: In general, new faculty are released from any committee responsibilities in their first year and have, at most, a very light departmental committee responsibility in their second year. ***(Note: additional expectations or practices specific to the department should be noted in this paragraph. Many departments give Assistant Professors a less rigorous teaching schedule or allow some course buyouts in their first year.)***

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 in the Spring Quarter of the second year of the initial appointment. Promotion and tenure must be considered in the sixth year; however, it may also be considered earlier than the sixth year as appropriate. 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>.

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.

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.

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 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 concurrence. I hope that the details of this offer are agreeable to you, and I look forward to your acceptance.

Finally, [PRIMARY DEPT] and [SECONDARY DEPT] are eager 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 departments. We believe that [PRIMARY DEPT] and [SECONDARY DEPT] provide a fertile environment, both functionally and philosophically, in which you can make major contributions, grow professionally and work collaboratively. We would be pleased to discuss any aspect of this offer or any other questions you might have about the departments and their future. We look forward to having you as a colleague and a member of [PRIMARY DEPT] and [SECONDARY DEPT], the College of Engineering, the UW, and the Seattle community.

Sincerely,

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| --- | --- | --- |
| Nancy Allbritton | [PRIMARY DEPT CHAIR] | [SECONDARY DEPT CHAIR] |
| Frank and Julie Jungers Dean | Professor and Chair | Professor and Chair |
| College of Engineering | Department of [PRIMARY] | Department of [SECONDARY] |

**Acceptance:**

I concur with the terms set forth in this offer letter and accept the appointment as Assistant Professor of [PRIMARY DEPT] and [SECONDARY DEPT] at the University of Washington, College of Engineering. My anticipated start date is [DATE].

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Name Date

Cc: Jihui Yang, Vice Dean of Engineering

Kojay Pan, Associate Dean, Finance and Operations