**Note: If the Visiting Faculty member holds the title of Assistant/Associate/Full Professor at their home institution, be sure to use the corresponding title such as Visiting [Assistant/Associate/Full] Professor NOT Visiting Scientist, when issuing this letter (and their visa paperwork).**

Month Day, Year

Name, Title

Address

Address

Address

Dear Name,

I am pleased to inform you that the [School/Department] in the College of Engineering at the University of Washington has recommended your appointment as a Visiting Scientist for the period of Month Day, Year, through Month Day, Year.

This invitation is contingent upon your obtaining the appropriate authorization documents to work in the United States and for the University of Washington. If you will be sponsored for a visa by the University of Washington, your start date in this position may be adjusted commensurate with the approval date of your visa. Any change in your start date shall be articulated in an amendment to this offer letter. Continued visa sponsorship is contingent upon successful reappointment; otherwise, your visa sponsorship will end upon termination of your employment.

While here in the [School/Department], you will work full-time (100% FTE) with Professor [Name of Faculty Member] on research in [insert type of research]. Topics are open but may include work in [insert description of research].

Your title will be Visiting Scientist, with a monthly salary of $ [insert monthly amount] for the duration of the appointment. [*Substitute the following language if they will be paid direct (PDR) from a non-UW source: “Your title will be Visiting Scientist and will be 100% funded by[insert name of non-UW funding source*].

The University offers various resources to assist you during your appointment at the University of Washington. The following resources are available to you during your appointment at the UW:

* UW Policy Directory: <http://www.washington.edu/admin/rules/policies/index.shtml>
* International Scholars Operations: <https://ap.washington.edu/ahr/visas/>
* EPIC Training: <https://www.washington.edu/safecampus/epic-program/>
* **[*ADD ANY ADDITIONAL DEPARTMENTAL SPECIFIC RESOURCES OR POLICIES HERE*]**

This offer is contingent upon acceptable outcomes regarding criminal background (if applicable), sexual misconduct, work authorization and duty to inform.

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.

All new visiting faculty members must also complete UW’s online Title IX course about preventing and responding to sex- and gender-based violence and harassment. You will receive information and a link to the 60 to 90-minute online course from the unit within the first two weeks of your appointment.

Before your appointment recommendation can be formally acted upon, it is necessary for you to provide your written concurrence of the proposed terms of appointment as specified herein. Please sign below and return to [insert name of School/Department contact] at [insert email address] by Month Day, Year.

We are excited to welcome you and anticipate your experience in [School/Department] in the College of Engineering at the University of Washington will be satisfying and rewarding. If you have any questions or need more information, please contact us. We look forward to hearing from you soon.

Regards,

[Name of Chair/Director]

[Title]

[School/Department]

**Acceptance of Terms and Conditions:**

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[Insert name of Visiting Scientist] Date