June 8, 2023

Name, Title

Address

Address

Address

Dear [NAME],

It is my pleasure to inform you that the faculty of the [DEPARTMENT/SCHOOL] in the College of Engineering have recommended your appointment as Adjunct Assistant Professor, effective [DATE].

Adjunct appointments acknowledge a faculty member, holding a primary appointment in another UW academic unit, for their contributions to another. The [DEPARTMENT/SCHOOL] requires their adjunct faculty to be actively involved with the school by interacting with students and/or with faculty during their appointment. This could include instruction (regular courses or seminars), student supervision and mentoring, research collaborations, or attending and contributing to school events. This appointment is a non-voting appointment with a duration of one year. According to University policy, all adjunct appointments are to be reviewed annually by [DEPARTMENT/SCHOOL] faculty.

This appointment formally recognizes [DESCRIBE THE NATURE OF THEIR AFFILIATION].

We hope you will find your experience in our school satisfying and rewarding.

Sincerely,

[Chair’s Name]

[Chair’s title]

[Department]

Cc: Employee File

 Academic Human Resources