***PROFESSIONAL STAFF OFFER LETTER SAMPLE***

June 8, 2023

Name

Address

Address

Dear Name,

It is with pleasure to offer you an appointment to the [FULL-TIME/PART-TIME] professional staff position of [NAME OF POSITION], salary grade [#], at a salary of $XXXXXX.00 per month on a 12-month basis effective [MONTH DAY, 202X]. Your position is overtime exempt. In this position, you will report to [NAME OF SUPERVISOR], [SUPERVISOR’S TITLE] in the [DEPARTMENT/SCHOOL] at the College of Engineering at the University of Washington.

As the [Name of the position], you will be responsible for [INCLUDE GENERAL JOB DUTIES HERE]. The position is also responsible for [ADDITIONAL JOB DUTIES]. Attached is the full job description for your reference.

As a professional staff employee, you will be eligible for salary increases based upon your performance. The percentage of dollars available for such increases and the time when such merit increase will be granted are established by the University. You will be eligible for a merit increase during the *2023-2024* merit cycle if authorized by the Washington State legislature. Assuming you are meritorious, you will be eligible to receive merit equivalent to meritorious professional staff.

As a professional staﬀ employee you will accrue and use sick leave at the rate of 8 hours per month on a full-time equivalent basis. You will accrue annual leave on the basis of the vacation/leave accrual schedule for professional staﬀ employees, visit <http://hr.uw.edu/professional-staff-program/>.

Professional staff participate in University sponsored medical, dental, term life, and long-term disability insurance programs. Professional staff may participate in other benefits and insurance programs to meet the employee’s unique needs. Visit <https://hr.uw.edu/benefits/> for links to other benefit programs.

Professional staff who wish to engage in any outside work should refer to the University of Washington, Presidential Executive Order No. 47.3, Outside Consulting Activities and Part-Time Employment by Professional or Classified Staff Employees policy, at [https://www.washington.edu/admin/rules/policies/APS/47.03.html](https://www.washington.edu/admin/rules/policies/APS/47.03.html#:~:text=Requesting%20Advance%20Review%20and%20Approval) and complete the required [Form 1555](https://hr.uw.edu/wp-content/uploads/2016/07/1555_V8_Outside-Work-Request-for-Approval-Professional-And-Classified-Staff_82016.pdf.).

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.

[name of new hire], I am very excited about this opportunity to work with you in this capacity. 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 returning it to me via email.

If you have any questions regarding your appointment, let me know. I can be reached at [xxxx@uw.edu](mailto:xxxx@uw.edu) or (206) XXX-XXXX.

Sincerely,

Name

Administrator/Chair/Director/Hiring Official

Attachment: Job Description

Cc: [name of supervisor], Supervisor

Personnel File

**Acceptance:**

I concur with the terms set forth in this offer letter and accept the position as [JOB TITLE] in the [DEPARTMENT/SCHOOL] at the College of Engineering at the University of Washington. My anticipated start date is [MONTH DAY, 202X]

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Name Date

**Job Description**

**College of Engineering**

**Name:** Employee’s Name

**Working Title:** The title this role is known by, not the payroll title used for Workday.

**Payroll Title:**

**Classification:** Professional Staff

**Department/School:**

**FTE:**

**Position Description:** In this section, describe from a birds-eye view what this role/position does. What group they are in and/or who or what team/group they are a part of and support, etc. Do not get into the details of the day to day or required experience for the position.

**Key Responsibilities:**

* This section should be a bulleted list of the most important, summarizing aspects of the job. Think of this as broadly explaining what the role does, without getting into the more complex components.
* Example: *‘Process and track Academic HR paperwork and investigate issues.’* This is broad, it doesn’t go into what type of paperwork or issues.

**First (Largest) Area of Duties/Tasks (XX%):**

* This is the section you will likely be most familiar with – where you document all the tasks and complexities of the position.
* Using the example above in ‘Key responsibilities’, you would break down ‘Process and track Academic HR paperwork and investigate issues.’ This is broad, it doesn’t go into what type of paperwork or issues means. In this section, you would break it down, ex: *Process and track Academic HR paperwork, to include: 1460’s and visa requests; keep departments apprised of the status of their requests and forms.*
* Be sure to capture as much detail as you can for each ‘Area of Duties’ section.

**Second (Second largest) Area of Duties/Tasks (XX%)**

* Repeat of above, with this specific area of the job

**Etc.**

* This is where you can put the third, fourth, etc. areas of duties or tasks this position is responsible for.
* Include specific working conditions this position might have. I.E. *This position is 8-5pm with occasional evening work to support department events.*

**Requirements**

* This is the section where you state what is required for a candidate to qualify for the position. Think hard about what is required to be successful in the job (Can applicable experience substitute a degree?)
* Are specific certifications/training/license required? (Required before the start of the job)
* Are there physical requirements (i.e., the ability to lift a certain number of lbs. per day or week)?

**Desired**

* These should be skills that would be helpful to the position or team but are not required to get the job done. Example: *Knowledge of and proficient in UW Systems (and if so, what systems)*

**Conditions of Employment**

* Specify if travel (local, state, nationally, internationally) will be involved.
* Specific schedule requirements: specify if this requires night or weekend shifts.
* Specify the need or ability to lift a specific weight (i.e., 20 lbs.) and how often.