June 8, 2023

Name, Title

Address

Address

Address

Dear Name,

It is our pleasure to offer you reemployment in the [SCHOOL/DEPARTMENT] in the College of Engineering at the University of Washington effective [MONTH DAY, YEAR] until [MONTH DAY, YEAR] at [SALARY RATE] per month at [#] % FTE. In this capacity you will *(describe the work they will be conducting during their reemployment i.e., mentoring students/research/teaching/etc.)*

Consistent with Washington State Law, a retired faculty member’s reemployment compensation threshold of 40% is based on the appointment percent and base salary at the time of retirement. Faculty members who retire from a 9-month appointment are eligible to earn up to 40% of their 9-month academic year base salary. Forty percent represents the maximum amount of annual compensation a retiree can receive from all funding sources and compensation plans.

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/>.

Reemployed retired faculty members are subject to all applicable UW policies and procedures.When reemployed, retirees are voting members of the faculty. Their participation in voting should be viewed as an obligation of reemployment.

Reemployed retired faculty members are not eligible for merit-based salary increases. Base salary may only be adjusted when across the board salary increases for all faculty members are authorized by the president. For more information on *Working After Retirement,* Visit the Academic HR website: <https://ap.washington.edu/ahr/working/leaving-the-uw/working-after-retirement/>.

Depending on the circumstances of the reemployment, you may become eligible for certain benefits. Visit the UWHR Benefits website for a full understanding of the implications of a proposed reemployment plan <https://hr.uw.edu/benefits/retirement-plans/nearing-retirement/return-to-work-after-retirement/>.

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.

I would like to say how incredibly excited we are to have you return to the [DEPARTMENT/SCHOOL] in this capacity!

Sincerely,

[Name Surname], [Director/Chair]

[Department/School]

**Acceptance:**

I concur with the terms set forth in this offer letter and accept reemployment in the [DEPARTMENT/SCHOOL]*,* in the College of Engineering, at the University of Washington.

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Name Date

Cc: Jihui Yang, Vice Dean of Engineering

Kojay Pan, Associate Dean, Finance and Operations