June 8, 2023

Name, Title

Address

Address

Dear [Name],

I am pleased to inform you that the [DEPARTMENT/SCHOOL] in the College of Engineering at the University of Washington has recommended that you be an instructor of record as a Lecturer, part-time, Temporary for [INSERT #] academic quarter[s], [Autumn YEAR/Winter YEAR/Spring YEAR]. We appreciate the service you will provide to [DEPARTMENT/SCHOOL] in this important instructional role.

We are offering you a schedule that consists of teaching [COURSE NUMBER] [NAME OF COURSE] during [Autumn YEAR/Winter YEAR/Spring YEAR] in [DEPARTMENT/SCHOOL]’s graduate program. [Autumn YEAR/Winter YEAR/Spring YEAR] instruction begins [Month Day, 20XX] and continues through [Month Day, 20XX]; there are [INSERT #] holidays [Autumn/Winter/Spring] Quarter: [LIST THE MONTH and DAYS]. Please see the University of Washington’s Academic Calendar at: <http://www.washington.edu/students/reg/calendar.html> for full dates of instruction and registration periods.

For your services, you will receive $[INSERT AMOUNT] per month from XX/XX/20XX – XX/XX/20XX ($#,### per month at 33% FTE, $#,### total).

Despite our efforts to carefully plan and schedule, elective courses do not always meet our minimal enrollment targets. If this offer relates to an elective course that you are assigned to teach (or support teach) and the section falls below 10 students two weeks before the first day of class, then the class could be cancelled. If the class is cancelled, this offer will be rescinded. We would only make cancellation decisions after careful review of prior enrollments and the potential impacts on the program. In our decision making we would make every effort to contact you as soon as possible and discuss possible alternatives. As Instructor of Record for [COURSE NUMBER] [NAME OF COURSE] during [Autumn YEAR/Winter YEAR/Spring YEAR], the department expects:

• **Student evaluations:** [DEPARTMENT/SCHOOL] requires that all courses be evaluated by students with forms provided by the Office of Educational Assessment.

• **Access to course materials.** Course materials need to be viewable via a shared web site or Canvas. If Canvas, please grant access to [NAME of CONTACT] ([EMAIL@uw.edu](mailto:EMAIL@uw.edu)). If you have any questions about these department expectations, please contact your program director, [NAME of CONTACT] ([EMAIL@uw.edu](mailto:EMAIL@uw.edu)).

*If this appointment is for 50% FTE and 6 months or more, include the following language:* 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>.

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, available at <http://www.washington.edu/admin/rules/policies/FCG/FCGTOC.html>.

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.

If the above-mentioned terms are agreeable to you, please indicate your acceptance by signing and returning to us (email is fine) by [Month Day, 20XX]. If there is anything we can do to assist you, feel free to email [NAME OF CONTACT] at [NAME@uw.edu]. We look forward to working with you.

Sincerely,

[Name of Chair]

Professor and Chair

[Department/School] of [Name of Unit]

**Acceptance:**

I concur with the terms set forth in this offer letter and accept the appointment as Part-time Lecturer in the [Department/School] of [NAME] in the College of Engineering at the University of Washington. 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