February 22, 2024

Name, Title

Address

Address

Address

Dear Name,

On behalf of the [DEPARTMENT/SCHOOL] in the College of Engineering at the University of Washington, I am pleased to offer you a courtesy appointment as Affiliate [RANK] Professor, effective [DATE].  This is an unpaid appointment with a duration of one year, and is contingent upon you maintaining primary employment outside the University of Washington. According to University policy, all affiliate appointments are to be reviewed annually by [DEPARTMENT/SCHOOL] faculty.

The [Department] looks for all affiliate faculty to be involved with the school, with students or with faculty during each year. This could include instruction (regular courses or seminars), student supervision and mentoring, research collaborations, or attending and contributing to school events. Your appointment formally recognizes [DESCRIBE THE NATURE OF THEIR AFFILIATION].

State law requires that the University of Washington obtain the Disclosure of Sexual Misconduct declaration signed by the candidate. The declaration will require you to disclose any substantiated findings of sexual misconduct, to authorize current and past employers to disclose to the UW any sexual misconduct currently being investigated and/or committed by you, and to release current and past employers from any liability. If the results of the disclosure are unacceptable, you will not be offered a position at the UW. Please complete the disclosure form available here <https://ap.washington.edu/wp-content/uploads/sexual-misconduct-form.pdf> and return the attached pdf to [NAME OF THE ASSISTANT TO THE CHAIR].

We look forward to hearing back from you and hope you will find your experience in our school satisfying and rewarding.

Sincerely,

[Chair’s Name]

[Chair’s Title]

[Department]

**Acceptance:**

I concur with the terms set forth in this offer letter and accept the position as Affiliate [RANK] Professor, effective [DATE] in the [DEPARTMENT/SCHOOL] in the College of Engineering at the University of Washington. My anticipated start date is [EFFECTIVE START DATE].

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Name Date

Cc: Employee File

Academic Human Resources