

**OFFER LETTER (SAMPLE)**  
**ACTING ASSISTANT PROFESSOR**  
**(to convert to tenure-track Assistant Professor)**  
Arts & Sciences, Winter 2012

---

*Note that an offer letter must be approved by the Dean's Office before it is sent; contact SUE BARNHART for information.*

Dear \_\_\_\_\_:

It is a pleasure to inform you that the Department of \_\_\_\_ has recommended your appointment at the rank of Assistant Professor, effective \_\_\_\_\_. This recommendation was forwarded with your credentials to the Dean of the College of Arts and Sciences, who has authorized me to inform you of the terms of the offer.

The proposed annual salary is \$\_\_\_\_\_ (\$\_\_\_\_\_ per month) on a \_\_\_\_-month basis (\_\_\_\_% time). This salary includes any expected salary increases that might occur during the first year of your employment. You will be eligible for salary increases in subsequent years.

The initial appointment of an Assistant Professor is for a period of three years. Renewal for a second three-year term will be considered by the department and College during Spring Quarter of the second year. A mandatory review for tenure and promotion must be conducted in the sixth year of appointment (although it may be recommended earlier).

Because the rules of the University preclude the use of the Assistant Professor title when the prospective faculty member is in the process of completing a doctorate, the department has recommended this appointment at the Acting Assistant Professor rank until you have completed your degree. Upon award of the degree, the department intends to recommend the change of your appointment to Assistant Professor. At such time the one-year acting appointment will conclude, and an initial three-year Assistant Professor appointment will begin. This is, of course, contingent upon your timely completion of the degree.

As a new faculty member, you are encouraged to participate in the Faculty Fellows program, a one-week orientation program held in September to familiarize new faculty with the University and assist them in improving their teaching skills. The program relies almost entirely on senior faculty members with distinguished records as educators to work with new faculty members on effective teaching methods and techniques for balancing the demands of successful teaching and research. While focusing on instructional techniques and responsibilities, the program also fosters collegiality across disciplinary boundaries. Information on the program can be found at <http://www.washington.edu/uaa/teachingacademy/programs-facfells.html>.

Under the Junior Faculty Development Program, one award is given to each Assistant Professor by the College of Arts and Sciences, in partnership with its departments and schools. The goal is to assist junior faculty in their professional development by providing them with time and opportunity to enhance their scholarly and teaching careers. The award consists of one faculty development quarter (one quarter with no assigned teaching responsibilities) and one month of summer salary or the equivalent in research support. During the faculty development quarter the faculty member is not on formal leave and is expected to remain in residence to fulfill all other faculty duties (as is the case for any faculty member receiving an exemption from the Instructional Responsibility Policy). The award must be used prior to the awarding of tenure.

This offer includes a relocation incentive payment in the amount of \$\_\_\_\_\_. Acceptance of this offer confirms your understanding that the full amount of the relocation incentive payment must be repaid to the University, if within one year of the date of your appointment you voluntarily terminate University employment, or if you engage in behavior that makes termination of employment necessary. In addition, acceptance of this offer may have tax consequences for you, and necessary payroll deductions will be taken from the relocation incentive payment. If you have questions about the tax implications of the relocation incentive payment, you may wish to consult a tax professional for advice. You will receive this payment as a separate check along with your first paycheck.

*[Add paragraphs concerning retirement, insurance, and Hometown Loan Program as appropriate or use the enclosure page found on the A&S Web site under "Offer letter enclosure."]*

The general function and responsibilities of the position include \_\_\_\_\_. *[This section should address teaching, research and service expectations.]*

If you accept our offer, you should examine the sections of the University *Handbook* that pertain to the responsibilities and expectations of all faculty. Particular attention should be paid to the rules of appointment and reappointment contained in Chapter 24 of the *Handbook*. See <http://www.washington.edu/admin/rules/policies/FCG/FCCH24.html>.

Before your appointment recommendation can be acted upon formally, we must receive your written concurrence with the proposed terms of appointment as specified above. Please provide this as soon as possible, but in any case no later than \_\_\_\_\_. With your letter of concurrence, please complete, sign, and return the following forms:

UW Biography form (found at [http://www.washington.edu/admin/acadpers/forms\\_category.html](http://www.washington.edu/admin/acadpers/forms_category.html))

Personal Data form, I-9 form, and W-4 form (found at <http://www.washington.edu/admin/hr/forms/>)

A condition of this appointment is that you resign any faculty appointment or other employment which you are holding elsewhere by the effective date of your University of Washington appointment.

All University appointments require formal action by the Board of Regents to become effective. When confirming action is taken by the Board, the President will provide you with a formal notice of appointment.

I look forward to receiving your response.

Sincerely yours, . . . etc.