

OFFER LETTER (SAMPLE)
MULTI-YEAR APPOINTMENT
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 _____, for a _____-year term 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.

Reappointment for additional years will be considered by the department and the College during the last year of your appointment term, in your case in Autumn Quarter of (year).

[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 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)
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.