

## OFFER LETTER (SAMPLE)

### RESEARCH ASSOCIATE PROFESSOR OR RESEARCH PROFESSOR

Arts & Sciences, Winter 2012

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*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 (*Research Associate Professor or Research Professor*), for a \_\_\_\_\_-year term [*up to five years allowed*], 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 twelve-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. Salary for this appointment is contingent on the continued availability of grant or contract funds.

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*). [*If initial term is one year, reappointment is considered in Winter Quarter of that 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 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.

Because your appointment is at the (*Research Associate Professor or Research Professor*) level, it must be reviewed by the Arts and Sciences College Council. 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.