

## OFFER LETTER (SAMPLE)

### TENURED ASSOCIATE PROFESSOR OR FULL 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 (*Associate Professor or 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.

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>.

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.

Because your appointment carries tenure, 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.