

SPHCM Faculty Offer Letter Guidelines –10/14/02 Update

SECTION OF LETTER	GUIDELINES – (FOR ADDITIONAL SUGGESTIONS ON WORDING, SEE ENCLOSED SAMPLE OFFER LETTER)	COMMENTS
A. Greeting – see comments	Indicate that the Dean has <i>“authorized the chair to proceed with negotiations and seek additional information for review.”</i>	This wording is no longer required by the DO.
B. Faculty Vote	The department faculty may be consulted in the decision to open a position, but a faculty vote is not required.	
C. Title and Rank of Appointment, and Effective Date: (For Assistant Professors specify the first three or other year term)	State proposed title (rank and department), length of appointment (annual, three years, etc.), and term of appointment (9 or 12 months). Example: <i>assistant professor, Department of Epidemiology, 12 months per year for a term of three years, effective 7/1/02</i> . Include the date: month/day/year the person should be appointed to the faculty and when pay, if appropriate will begin: <i>month/day/year</i> .	For detailed information on salaries and terms of employment see the University Handbook, Volume Two, Part II, Chapter 24, Sections 24-41).
D. Appointment conditions	Salary level – state both monthly and annual salary; source of funds for the first year and subsequent years, whether the appointment is tenure track or not, and merit/salary increase procedures	
E. Annual Meetings with Chair/Promotion Procedures	Inform the candidate that the chair will hold annual meetings specifically to discuss his/her progress in terms of tenure and promotion. Also refer the candidate to the <i>University Handbook</i> , Volume Four, Part IV, Chapter 2 (URL: _____) and the <i>SPHCM Faculty Handbook</i> for more information.	
F. Resources being provided	Be as specific as you can about the provision of office, office and laboratory equipment, laboratory space, support and support staff to be available, etc.	
G. Research Expectations	Where appropriate, advise the candidate that faculty are expected to engage in productive research and <i>seek publication of the results</i> , and the importance of research grant and contract support to subsidize graduate students.	
H. Teaching Expectations	Where appropriate discuss courses to be taught and additional responsibilities to students, supervision of graduate students, and student advising.	
I. Include information where needed regarding the UW Instructional Responsibilities Policy	<i>There are specific expectations with respect to teaching as specified by the Instructional Responsibility Policy of the University of Washington and as applied in the School of Public Health and Community Medicine. I have included copies of these documents. The basic rule is that for every quarter of full support from state funds, you are expected to teach at least one regular course, in addition to</i>	

	<i>supervising graduate students.</i>	
J. University of Washington <i>General Catalogue</i>	Enclose a copy of the University of Washington <i>General Catalogue</i> and refer the candidate to the appropriate UW web page for current course information: http://www.washington.edu/students/crscat/	The General Catalogue is available only from the Bookstore. The UW Course Catalogue is on-line.
K. Service Expectations	Discuss department, school and university administrative and committee responsibilities as appropriate for this position.	
L. Outside Work Allowed	Refer faculty to the appropriate _____ Faculty Code (or URL)/SPHCM Handbook references on regulations pertaining to faculty for outside work.	
M. Benefits	Summarize for the candidate or refer him/her to the appropriate UW web pages _____ regarding health, vacation, sick-leave, leave and retirement benefits	Referring the candidate to the UW Web Page will provide a great deal of up-to-date and detailed information without taking up a lot of space.
N. Moving Expenses	Summarize for the candidate of specifically what the department is willing to fund as appropriate. For the guidelines and forms to complete, you may also refer him/her to the appropriate UW web pages _____ regarding moving expenses.	There is a very good web page describing the moving regulations.
O. Respond as soon as possible	Ask that the candidate respond by _____ date.	Name a specific date rather than “ASAP”
P. Process and Authorization	Briefly describe the process of approval once the department has heard from the candidate: first by the Dean, then by the Provosts Office where it is then referred to the Board of Regents. <i>“This proposed appointment, like all others from the University of Washington, will only become effective upon approval of the President and the Board of Regents of the University.”</i>	Please use this wording
Q. Adequate Funding and Approval	State, <i>“All appointments are subject to adequate funding, the applicable laws of the State of Washington and the rules and regulations of the University as they may be amended from time to time.” This appointment will only become effective upon approval of the President and the Board of Regents of the University.”</i>	Please use this wording
R. Forms to complete and return right away to process the appointment	Enclose the UW Biography Form, the Washington State Criminal and Conviction Form and the Washington State Patrol Form (if they have not already been completed by the candidate). State that all new appointments are submitted to the State Patrol Office for a background check. [For Chairs, FYI: this pertains to (RCW) 43.43.830 through .845].	These forms can be sent to the candidate with the offer letter.

<p>S. Offer letter:</p> <p>PDR Wording:</p> <p>Dean's concurrence signature:</p>	<p>1. Submit a final draft (email or paper copy) to the Dean's Office prior to typing up a final. This draft will be reviewed by the Associate Dean, by the Director of Finance and Administration and by the Director of Academic Affairs. Once these reviews have been completed the Department will be notified and the final letter for the Dean's concurrence signature can be prepared.</p> <p>2. If the position is to be paid "PDR" i.e. by an affiliate institution, the following wording must be included in the offer letter: <i>"continuation of this appointment is contingent upon your continued employment full time with the [FHCRRC, Group Health, the VA etc.]."</i></p> <p>3. Once the Dean has signed, the letter will be returned to the Department to send to the candidate.</p>	<p>All offer letters must be approved by the DO in draft form before being sent to the candidate.</p> <p>All offer letters must have a concurrence signature of the Dean before being mailed.</p>
<p>T. Dean's Concurrence Signature line</p>	<p>The Dean's Office will type in the concurrence line for the Dean.</p>	