November 15, 2024

Name, Title

Address

Address

Address

Dear [NAME],

It is my pleasure to inform you that the Department of [NAME] faculty have recommended your reappointment at the rank of [RESEARCH TITLE] for a twelve-month service period, for another [NUMBER] of years, effective [MM/DD/YYYY]. The proposed terms of the reappointment is at an annual salary of $XXX,XXX ($XX,XXX per month) for a 12-month service period, on a [*part/full*]-time basis (\_\_%)*.*

As a reminder, this rank requires a record of substantial success in research ([UW Faculty Code Section 24-34 A.2 and B.5](http://www.washington.edu/admin/rules/policies/FCG/FCCH24.html#2434)). [*Research Associate Professors/Research Professors*] participate in the regular instructional program but are not required to do so, except as required by their funding source ([UW Faculty Code Section 24-35 B](https://www.washington.edu/admin/rules/policies/FCG/FCCH24.html#2435)). The College and the University also have several resources available for faculty members to develop a strong educational portfolio. These include workshops, peer mentoring and individual consultation with professionals with expertise in educational pedagogy and instructional approaches. In particular, draw your attention to the Office for the Advancement of Engineering Teaching & Learning: <https://www.engr.washington.edu/mycoe/oaetl> and the Center for Teaching and Learning: <http://www.washington.edu/teaching/teaching-resources/>.

Additionally, please be reminded that faculty who wish to engage in any outside work should refer to the University of Washington, Presidential Executive Order No. 57, Outside Professional Work for Compensation policy, at <https://www.washington.edu/research/compliance/outside-professional-work-for-compensation-form-1460/>.

Please also take the time to refamiliarize yourself with UW Policy. Faculty appointments are governed by the University Policy Directory and you should familiarize yourself with the sections pertaining to the responsibilities, expectations, and privileges of all faculty, particularly the rules of appointment contained in Chapter 24 of the Faculty Code, available at <https://policy.uw.edu/>. As Research faculty, you are expected to meet the service requirements of your department and the College of Engineering. This includes, but is not limited to, participating in faculty meetings, faculty votes, faculty recruitment, and other matters deemed necessary by your department chair. All appointments are subject to adequate funding, the applicable laws of the State of Washington, and the rules and regulations of the University which may be amended from time to time.

Congratulations on your reappointment!

Sincerely,

[NAME OF CHAIR]

Professor and Chair

Department of [DEPT]

Cc: Department files

 College of Engineering Human Resources