**SAMPLE OFFER LETTER FOR SHORT-TERM FACULTY APPOINTMENT (Credit: SAFS)**

Unit letterhead

[DATE]

[EMPLOYEE NAME]  
[ADDRESS]

Dear [NAME],

I am pleased to inform you that the School of [UNIT NAME] in the College of the Environment has recommended you for an appointment as a [APPOINTMENT TITLE] [IF APPLICABLE:] under the direction of PI Dr. [PI NAME].

Funding for this appointment will come from [PI NAME/OTHER SOURCE] at the proposed salary of [SALARY] per month based on a 100% FTE. [IF PART-TIME:] This appointment is at [50/60/75/80%] FTE. The effective dates of your appointment are [START DATE] to [END DATE].

This is a [#]-year appointment [IF APPLICABLE:] with the possibility of renewal at the end of that term, based on satisfactory performance and funding. [FOR RESEARCH ASSOCIATES:] In accordance with University policy, maximum reappointment cannot extend beyond six years after receipt of Ph.D., which in your case is [MONTH/DATE OF SIX YEARS AFTER PHD CONFERRAL]. [FOR OTHER TYPES OF SHORT-TERM APPOINTMENTS: Please note any limitations on the term of the position.]

[IF APPLICABLE:] Your appointment is conditional upon performance, the continuation of sufficiency of grants or contact funds and approval from the College of the Environment Dean’s office. You should be aware that, in accordance with the UW Faculty Code, failure of all or part of funding might necessitate the termination of your position. While we do not anticipate any such occurrence, and will provide you with as much notice as possible in such an eventuality, it is important for you to be informed of the rules that govern your appointment.

Before your appointment recommendation can be formally acted upon, it is necessary for you to provide to me your written concurrence of the proposed terms of the appointment as specified herein. Please provide such written concurrence as soon as possible and send your letter to me at [EMAIL ADDRESS].

We look forward to having you join us at [SCHOOL NAME] as a [TITLE], and wish you great success with your work while you are here. Please let me know if you have any questions or concerns.

Sincerely,

*signature*

[AHR CONTACT NAME]  
[TITLE]