**Template for Dean’s concurrence for PI status to newly hired faculty prior to arrival on campus**

**University of Washington Interdepartmental Correspondence**

**[*Unit Name and Box Number*]**

Telephone: [*Unit phone number*]

Fax: [*Unit fax number*]

Email: [*Unit Director’s email address*]

To: Lisa J. Graumlich, Dean

College of the Environment, Box 355355

From: [*Unit Director Name, Unit Name and Box Number*]

Date:

Re: Request for PI status for [*PI Status Candidate’s Name*]

Dr. [*PI status candidate’s name*] was hired to join the [*CoEnv unit name*] faculty on [*date of first day of employment*] as an [*Assistant or Associate*] Professor. On [*date of faculty vote for affiliate appointment for PI status candidate*], the [*CoEnv unit name*] faculty voted [*result of faculty vote*] to endorse Dr. [*PI status candidate’s name*] for an Affiliate [*Assistant or Associate*] Professor position prior to the effective date of [*his/her*] appointment as [*name of position*]. In addition to your concurrence on the [*name of position*] appointment recommendation (sent via separate memorandum), I request that you also grant Principal Investigator (PI) status to Dr. [*PI status candidate’s name*]. Dr. [*PI status candidate’s name*] would like to submit research proposals prior to [*his/her*] arrival on the UW campus. Thank you for your consideration of this request.

Concurrence:

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Lisa J. Graumlich, Dean Date

College of the Environment

Attachments/[*PI status candidate’s name*] CV

Signed copy returned to unit

Copy to academic personnel file

Electronic copy to CoENV PI status file