Academic Human Resources

Department Offer Letter Request

All offer letters for UWT competitive and professorial track hires must be initiated by the EVCAA.

Instructions: Once your unit has been given the EVCAA approval to move forward with making an offer to your selected candidate, please use this form to provide AHR the position details for your candidate offer letter. Upon completion of the form, email to UWT AHR (uwtahr@uw.edu). AHR will send you a draft of the offer letter for dean review and approval before the final version, signed by the EVCAA, is emailed to the candidate.

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| Position title: |  |
| Candidate’s name: |  |
| Email address (Used for mailing offer letter): |  |
| Position start date: |  |
| Position end date (if applicable): |  |
| Total 9-month salary | $ |
| Monthly salary | $ |
| Term (years) |  |
| Number of expected courses to teach per quarter/per year: |  |
| Moving allowance (if applicable): | $ |
| Summer support (if applicable): | $    Explain - |
| Startup funds (if applicable): | $  Explain- |
| Additional position details to include in letter: |  |