

University of Washington ADVANCE
Winter Quarter 2004 Leadership Development Workshop
Offer letters and start-up packages

Offer Letter and Negotiation Principles:

- Keep an open mind
- Collaborate with other departments and/or colleges
- Be creative in crafting packages
- Anticipate negotiation
- Focus on tools for success
- Insist on fair and equitable treatment for new hire and current faculty members, remembering that female candidates may not ask for all that a male candidate would
- Put it all in writing
- Be consistent with departmental norms
- Give them what they need to be successful, even if they don't ask

Components:

- *College of Arts & Sciences' Junior Faculty Development Program (JFDP):* All new Assistant Professors are eligible to apply for the JFDA which provides one faculty development quarter and a choice of one month of summer salary or \$5000 for research support.
- *Starting date, rank and salary:* Indicates the date that the faculty member is officially on the payroll, the rank, monthly salary and term of the appointment. (9 months, 10 months).
- *Discretionary funds:* Funds provided to new hires to use at their discretion for equipment, summer salary, travel or any item related to the support of their research program. Deadlines and restrictions on use of funds are usually included.
- *Moving expenses:* New faculty hires at the University of Washington are eligible for reimbursement of moving expenses if the hiring department has funds available. The standard policy is to cover 15,000 pounds and faculty members are billed for anything in excess of 15,000 pounds or \$5000.
- *Summer salary:* Indicates the amount and number of summers covered.
- *Research personnel:* Specifies if graduate students, post-doctoral fellows, computer programmers or other support staff are provided and length of time that support will be available.
- *Travel funds:* Usually a specific amount with a timeframe for use. If faculty are expected to apply for departmental funds for travel, this is often mentioned in the offer letter.
- *Equipment funds:* A specific amount is specified and the intended use is sometimes mentioned in the offer.
- *Space allocation:* Usual language notes that space will be provided as needed for research program. A few departments include specific information about building assignment and square footage.

- *Teaching expectations:* Specifies whether a normal or lighter teach load is offered in the first few years of the appointment.
- *Expense paid relocation trips:* Indicates if expenses will be paid for pre-employment visits to Seattle and for whom (i.e. faculty member, a spouse or research colleague).
- *Dual career assistance:* Specifies conditions or terms relevant to assistance to be provided.
- *Endowed professorships:* Term and benefits of the professorship or chair are summarized in the offer letter.
- *Administrative/clerical support:* Type of clerical/administrative support available and/or percentage of FTE available to the new hire.
- *Faculty contact/mentoring:* Notes if informal or formal mentoring is available and contact information for faculty member willing to help with transition to UW.
- *Legal requirements:* Any legal or UW required language is included such as Board confirmation of the appointment is needed, statement on UW benefits, timeline for initial appointment and tenure review, and the appointment subject to adequate funding, Washington law and UW rules and regulations.