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Phone (360) 650-3480 Fax (360) 650-7475
www.wvu.edu

pJanuary 11, 2017

[Name]

[Address]

[City, State Zip Code]

Dear [Title] [Last Name],

On enthusiastic recommendation of the dean of the [College] and the faculty of the Department of [Department], we are pleased to offer you an appointment to fill the department's position in [Specialization].

Western Washington University is an exceptional community of faculty and students engaged in leading-edge intellectual inquiry within high quality academic programs. As a public, liberal arts university, we strive to be an international leader in active learning, critical thinking, and societal problem solving. We invite you to help us fulfill our mission to bring together individuals of diverse backgrounds and perspectives in an inclusive, student-centered university that develops the potential of learners and the well-being of communities.

This position is tenure-track at the rank of [Rank], beginning [Date]. The starting nine-month salary is \$[Dollar Amount]. Research, scholarship, and creative endeavor are fundamental to the Western experience. In order to ensure that you successfully transition to our university, we will provide the following support to help you establish your program of instruction and scholarship:

- [Startup Support, except for relocation assistance]

Tenure and promotion and salary increases will be awarded in keeping with the Collective Bargaining Agreement (CBA) between Western Washington University and the United Faculty of Western Washington University. Except under special circumstances or formal extensions (as described in section 7.7, "Tenure and Promotion" of the CBA), the total period of full-time service at WWU prior to the acquisition of tenure shall not exceed seven years of probationary service. Faculty shall be evaluated for tenure no later than the sixth year of service. In your case, the decision on your tenure would be made no later than the 2021-22 academic year.

The department, college, and university value teaching, scholarship, and service and look forward to your strong contributions in each of these areas. We expect you to carry the standard

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teaching load for faculty in the Department of [Department], to participate in assessment activities, and to teach courses at all levels—including courses meeting General University Requirements, service courses, and graduate courses. We expect you to be an exemplary teacher, to engage students actively in their own learning, to maintain high standards regarding course content and student performance, and to contribute to the development of our programs and curricula. We also expect you to maintain a rigorous program of scholarly activity appropriate to your discipline and in keeping with your College and Departmental Unit Evaluation Plan. You will participate in departmental, university, and professional service activities. As a new member of the department, your service assignments will initially be modest, allowing for concentration on teaching and research, but after some time for adjustment, and guided by your department chair, we expect you to become involved in a wider range of service functions. Western is the university it is because of its strong faculty who take seriously their roles in the shared governance of the institution.

As a probationary faculty member, your performance will be evaluated annually by the tenured faculty and chair of the Department of [Department] and by the dean of the [College]. These reviews will include an opportunity for you and your chair to discuss the evaluation, your continued growth and development as a teacher and scholar, and your progress towards tenure and promotion. We have every confidence that you will make many valued contributions as a member of the faculty.

Western faculty have established a rigorous Code of Faculty Ethics to preserve healthy learning and work environments. This code emphasizes mutual respect, openness to ideas, academic freedom, the rights and protections of research subjects, and the dignity of students, faculty, staff, and our many other constituents and stakeholders. In support of the institutional mission, please read the faculty handbook and collective bargaining agreement.

To facilitate your transition to Western Washington University, you will receive assistance for moving expenses up to \$[Dollar Amount] through a [Moving Option]. Please reference the Employee Moving Guide, for more information regarding relocation. Once you accept the terms of this offer, you should expect to receive an *A-33 Moving Assistance Authorization Form*, which must be signed and returned to [Name of Department Contact] before any relocation assistance can be provided.

We hope you will accept our invitation and the conditions of this letter of offer. If you do, please sign below and return this letter in the envelope provided, with a copy of your original transcript verifying your highest degree, to be received no later than [Date]. After that date, this letter will no longer constitute a commitment to these conditions on our part, unless extended by mutual agreement.

This offer of employment is contingent upon a complete background check satisfactory to the university and your ability to meet federal employment eligibility requirements.

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In sum, we are delighted at the prospect of your joining our tenure track faculty. We are confident you will become a distinguished member of Western's faculty, enhancing the programs of the Department of [Department] and the university through your instruction and mentoring of students, strong scholarship in your field, and service to the university and your profession.

Sincerely,

[Name], Chair

Department of [Department]

[Name], Dean

[College]

Brent Carbajal, Provost
and Vice President for Academic Affairs

Enclosures: See Appendix

CONDITIONS

ACCEPTED: _____

DATE: _____

Appendix

Enclosures:

- Western's policies regarding equal opportunity, anti-discrimination, affirmative action, and the discrimination complaint procedure. Please be sure to read this summary.
- Employee Moving Guide

After you have returned your signed letter of offer, please stop by Western's Human Resources Office (Humanities Building Room 203) to complete the enclosed hiring forms:

- Employment Eligibility Verification Form - Note that employment eligibility must be verified in person by presenting either one document from list A or a document from lists B and C. Lists A, B, and C are on the back of the Employment Eligibility form. Most faculty present either a passport or a driver's license and social security card. If you are not a U.S. citizen, please be prepared to show visa information and a U.S. social security card.
- W-4 Form
- Criminal Conviction Verification
- Measles Immunity Report

Employment cannot commence until Human Resources has received the hiring forms listed above. You can find useful information provided by Human Resources at <http://www.wwu.edu/hr/newemployee.shtml>

The Collective Bargaining Agreement is available at: <http://www.ufww.org>

The Faculty Handbook is available at: www.wwu.edu/facultysenate

The Unit Evaluation Plan is available at: [\[Hyperlink\]](#)

Parking:

Please be advised that parking permits are required on WWU's campus. If you wish to purchase a parking or bus pass, please call 360-650-2945 or go to www.ps.wwu.edu and be prepared to offer your employee ID. You will receive your employee ID, or W number, once HR has received your hiring documents listed above.