March 19, 2024

[Name]

[Address]

[City, State Zip Code]

Dear [Title] [Last Name],

On behalf of the dean of the [College] and the faculty of the Department of [Department], I am 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:

* One $7,000 new faculty summer research grant to be paid out as a one-time pay on July 25, 2025.
* [Other 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 their sixth year of service. In your case, the decision on your tenure would be made no later than the 2029-30 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 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(s).

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. Links to both documents are provided in the appendix to this letter.

To facilitate your transition to Western Washington University, you will receive $[Dollar Amount] in relocation compensation, which will be paid out along with your first pay check. Employer-paid relocation compensation is considered taxable income. The compensation is taxed as supplemental wages using the flat rate method and is also subject to Social Security and Medicare taxes. By signing this offer of employment, you acknowledge that if you terminate or cause termination from Western Washington University for reasons other than layoff, disability separation, or other good cause within one year of your appointment effective date the University may withhold as allowed by RCW 43.03.120, through a payroll deduction, the sum of relocation compensation already paid to you by the University.

I hope you will accept our invitation and the conditions of this letter of offer. If you do, please accept this offer through Page Up by [Date]. After that date, this letter will no longer constitute a commitment to these conditions on our part, unless extended by mutual agreement. Please also send an official transcript verifying your highest degree to [facultyrelations@wwu.edu](mailto:facultyrelations@wwu.edu) or to the mailing address included at the top of this letter, no later than two weeks before your start date.

This offer of employment is contingent upon a complete background check, including a sexual misconduct check at any current/previous postsecondary institutions (if applicable) satisfactory to the University and your ability to meet federal employment eligibility requirements, including the Form I-9. You will have 60 days to comply with the “Requiring Proof of Rubeola Measles Immunity” policy.

In sum, I am delighted at the prospect of your joining our tenure track faculty. I am 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,

Brad Johnson

Provost and Executive Vice President

**Appendix**

Enclosure:

* Unit Evaluation Plan

Other Resources:

* Collective Bargaining Agreement between WWU and the United Faculty of Western Washington University: [www.ufww.org](http://www.ufww.org)
* Faculty Handbook of Western Washington University: [www.wwu.edu/facultysenate/](http://www.wwu.edu/facultysenate/)