

**OFFER LETTER TEMPLATE AND INSTRUCTIONS**  
**ASEs with 0.5 FTE Appointment**

Please note that the following letter is one the department or hiring units must use to meet contract requirements. Fill in the **highlighted** sections and edit the letter to meet the needs and requirements of the department or the individual to whom the offer is being made. However the final document must include all of the following required topics for “Offer of Initial Appointment.” Please see Article 16 - Layoff, of the collective bargaining agreement for requirements once the appointment is offered and accepted.

Letters offering appointment must be issued to continuing ASEs by 1 June and to incoming students by 1 April. Letters offering appointment beginning in any other quarter but autumn must be issued 30 days before the start of the appointment.

**Required Topics:**

- Appointment title
- Appointment % FTE or expected hours for hourly employees
- Effective dates and duration of appointment.
- Hiring unit
- Hiring unit contact
- Summary of nature of required duties
- Salary/wages
- Health and other applicable benefits
- Costs of tuition or fees that are required as a condition of employment, if any
- Tuition and fee waiver or exemption information
- Conditions of employment including Sexual Misconduct Declaration and COVID-19 Verification
- Response requirements
- Statement that the position is covered by a collective bargaining agreement
- Website address for the collective bargaining agreement
- A link to the Union’s website ([UAW4121.org](http://UAW4121.org)).

**Note:** Appointments shall be for an academic year unless conditions specified in Article 4 Section 1 of the collective bargaining agreement are met.

**SAMPLE OFFER LETTER**  
**50% SALARIED ASE – ACADEMIC YEAR**

**Basic Information**

I am pleased to offer you a 50% FTE appointment as a [REDACTED] in the Department of [REDACTED] at the University of Washington. The dates of appointment are: [REDACTED] through [REDACTED]. It is expected that you will work a maximum of 220 hours per quarter, as detailed in Article 34 - Workload of the collective bargaining agreement that is referenced below.

**Compensation**

Your monthly compensation will be \$ [REDACTED] (\$ [REDACTED] for the entire period of the appointment). In addition to your monthly salary, this appointment carries a waiver of the quarterly operating fee, building fee, U-PASS fee and technology fee. You will be personally responsible for paying a number of required additional fees. These fees were \$ [REDACTED] per quarter during the prior academic year ( [REDACTED] **example: 2022-2023**). Fees are typically adjusted in July of each year.

Your appointment also provides you and your dependents with medical, dental and vision eligibility and coverage under the Graduate Appointee Insurance Plan as described on the UW Human Resources website at <https://hr.uw.edu/benefits/insurance/health/graduate-appointees/>. Eligibility for other benefits, including vacation, leave, and childcare assistance, is detailed in the collective bargaining agreement that is referenced below.

**Lactation Facilities**

All ASEs shall be provided with a reasonable amount of break time and facilities necessary for expressing breast milk for a nursing child. Please see <https://hr.uw.edu/benefits/care/parenting/lactation-stations/> for a listing of established lactation facilities.

**Expectations/Required Duties**

In general, the duties for this appointment include [REDACTED] (**examples: rotations through at least three laboratories/ teaching one class in composition per quarter/ serving in the writing center for one quarter and managing a quiz section for the other two/etc**). No later than three weeks prior to the beginning of your duties, you will be provided with a document that describes the specific tasks, times, and locations related to your appointment, the supervisor to whom you will report, required training programs, procedures used for evaluation, and any additional details related to the duties required for the appointment.

**Conditions of Employment**

All aspects of this offer are contingent upon your legal eligibility to work in the United States. To verify your eligibility to work, you must have a valid Social Security Number (SSN). International students who do not have a valid SSN must secure one before they will be authorized to work. For more information on how to secure an SSN, please contact the International Student Services office and refer to the instructions on their website: <https://iss.washington.edu/employment/ssn/>.

Prior to starting work, you must complete all-preemployment declarations (i.e. sexual misconduct declaration and COVID-19 verification, or acquire approval of a medical or religious exemption).

This appointment is dependent upon satisfactory performance of your duties. In order to maintain eligibility for your appointment and its benefits, you will need to enroll full-time (at least 10 credits) for each quarter in which you hold the appointment. It is also expected that you attend any orientations and/or training sessions required for your position offered either by your department or by other units. Time spent in such required orientations or training sessions will count toward your maximum of 220 hours except as described in Article 34 – Workload, Section 4 of the collective bargaining agreement that is referenced below.

### **Union Affiliation/Collective Bargaining Agreement**

Your appointment classifies you as an Academic Student Employee (ASE) and is governed by a collective bargaining agreement between the University of Washington and UAW Local 4121, which is found at the following website: <https://hr.uw.edu/labor/unions/uaw/contract>. Both you and the University of Washington are bound by the terms of this contract, so it is important for you to familiarize yourself with its provisions prior to accepting this appointment. For more information regarding the UAW Local 4121 please visit their web site at: <http://www.uaw4121.org>.

### **Response Requirements**

Please inform [REDACTED] (**CONTACT PERSON**) of your decision to either accept or decline this appointment offer no later than [REDACTED] (**DATE—NO EARLIER THAN TWO WEEKS FROM THE RECEIPT OF THE LETTER OR APRIL 15 FOR INCOMING STUDENT**). If no such decision is received by [REDACTED] (**DATE**) you will be presumed to have declined and this appointment offer will be invalidated.

The University of Washington is an equal opportunity, affirmative action employer. To request disability accommodation, contact the Disability Services Office at 206-543-6450 / 206-543-6452 (tty) or [dso@uw.edu](mailto:dso@uw.edu).

***Signature block***

***Cc:***

***Enclosure(s)***