



This form is used to request approval for an [Enhanced Relocation Incentive \(ERLI\)](#) payment in accordance with [Administrative Policy Statement 34.2](#) and with the provost's 3-year pilot program for new tenure-track assistant professors to promote equitable access to resources and to increase flexibility to meet the needs of new early career faculty.

Please use this form in concert with a [Lump Sum Moving Expense](#) request for a newly-recruited tenure-track assistant professor. For all other relocation incentives for academic personnel and faculty, please use the standard [Relocation Incentive form](#) on the Academic Personnel & Faculty website.

After obtaining all necessary approvals, the unit loads the completed form into Workday when processing payment. Incomplete forms will be returned for revision and may result in a delay of approval.

Appointment Details

☐

New tenure-track assistant professor

Last Name

First Name

MI

Department/School (if applicable)

School/College/Campus

Roster % (appointment FTE)

Select from menu

Where is the individual relocating from?

Starting salary (annualized):

Moving expenses amount offered by School/College:

Provost ERLI match of moving expenses (up to \$15k):

Proposed repayment period: ☒ 1 year ☐ Other (please specify):

Proposed additional relocation incentive amount offered by School/College (optional):

Provide a brief justification for requesting a relocation incentive payment for the assistant professor identified above.

By checking the box below, the following officials confirm support for this relocation incentive payment.

☐

Name of Dept Chair/Director/Campus Dean

☐

Name of Dean/Chancellor

Route dean/chancellor-approved form to VPAP@uw.edu for provost review.

– FOR OFFICE OF ACADEMIC PERSONNEL & PROVOST OFFICE USE ONLY –

Signature of provost designee authorizing Workday processing and approval:
