# A/B Retention Salary Agreement: [FACULTY NAME, EIN]

Rank: [Assistant Professor OR Associate Professor OR Professor]  
Appointment Type: [nine or twelve] month  
Unit(s): [Appointing Unit; School/College/Campus] *– include all if Joint (adjunct not needed).*

Effective [date], and with the concurrence of the Provost’s Office, your salary will be adjusted in an effort to retain you at the University of Washington. Your new University of Washington base salary will be $ [xxx] per month, on a [nine or twelve] month basis.

This new monthly base salary will have two components. The first [A] component will be an amount equal to the value of your current state, tenure-backed position, which is currently $ [xxx] per month on a [nine or twelve] month basis and will become [ AA ]% of your new salary. The second [B] component, as the balance of the total base salary, will be an amount equal to [ BB ]%. The B component will be contingent upon your ability to generate non-state appropriated sources such as grants, contracts, and other appropriate applicable sources. Only the A-component of your salary [is protected OR will be protected upon promotion] by the tenure guarantees of Faculty Code 25-31. In the event that you are unable to obtain sufficient funding for the B component, the University of Washington will not be responsible for providing any or all of such lost funding. You will remain a full-time University of Washington employee with the same responsibilities for scholarship, teaching, and service regardless of your ability to fully fund the B component. You will also retain the right to receive the B-component from applicable sources regardless of the length of time it may have been unfunded.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A/B Salary Distribution Details** | | | | | |
| **Salary** | **Current** | | **Proposed** | | **Change** |
|  | *Value* | *Percentage* | *Value* | *Percentage* | *Value* |
| **Total Monthly** | $ [xxx] | 100 % | $ [yyy] | 100 % | $ [yyy-xxx] ([ZZ]%) |
| **A-Component** | $ [xax] | [aa] % | $ [yay] | [AA] % | $ [xax-yay] |
| **B-Component** | $ [xbx] | [bb] % | $ [yby] | [BB] % | $ [xbx-yby] |

If and when implemented, this new salary structure is irrevocable by you at any future time. In addition, this new salary structure will not change in any way your academic responsibilities to [department/program] and [college/school/campus]. Further, subsequent salary adjustments will be applied as an equal percentage to both components of the total base salary, keeping the A/B ratio constant.

Any future redistribution among state-supported activities (e.g., teaching release in response to an increase of administrative or service responsibility) will not change your state-supported A-component salary or your A/B ratio. Should you reach an agreement with your [chair/director/dean] to apply additional non-state funds to reduce your teaching and/or service obligations, this will be calculated as a percentage of your full A+B salary but only be applied to the state-supported A component. Any additional compensation beyond the total A+B salary must meet the criteria for additional compensation in Executive Order 59, i.e., a temporary addition to state-supported duties that may not be accommodated by redistributing existing responsibilities.

Evaluations relating to [tenure, promotion, and] merit are based on your full responsibilities and obligations in the core areas of teaching, research, and service, whether or not the B-component is funded. This adoption of an A/B salary structure, as well as continued funding of the B-component of salary, shall not adversely affect your ability to support an appropriate number of graduate students, post-doctoral fellows, and other staff associated with your research activities.

Should you be approved to take paid professional leave (sabbatical), you will be provided unit-administered, state-funded support of the A-component of salary consistent with the Professional Leave Policy, [EO 33](https://policy.uw.edu/directory/po/executive-orders/eo-33-professional-leave-policy/). The B-component and unpaid A-component (if any) may be funded from available non-state funding sources. Family or medical leave is not a basis on which to discontinue funding a B-component of salary if applicable funds are available. Requests for partial leaves of absence will need to address the apportionment to A and B salary components but, in general, partial leaves will be proportionately applied to the A and B salary components.

Adoption of an A/B salary agreement does not alter outside professional work limitations as detailed in Executive Order 57, independent of whether or not the B-component of salary is funded.

[if 9-month: You may support yourself from non-state sources up to the full base salary (A+B) amount during summer months subject to the standard limits of 2.5 total months of summer compensation. Any state support for summer teaching or service activity will be calculated as a fraction of your total A+B salary.]

Retirement contributions and university matching are based on the total (A+B) paid salary in a given pay period and are thus reduced when the B-component is not funded. Your vested right to be rehired for up to five years upon retirement is limited to 40% of the A-component of your salary upon retirement; the maximum possible rehire amount is limited to 40% of recently funded salary (A+B, if B is funded).

By accepting this retention salary adjustment, you agree to withdraw from consideration for any external offers of employment and that you will be ineligible for further retention salary adjustments until at least [3 years from effective date].

Please indicate your acceptance of all the above conditions by signing below and returning the original copy of this letter to [chair/director] by [date]. Upon receipt of your acceptance, we will forward this request to the Provost’s Office for consideration. We will then notify you of the outcome of the Provost’s Office review.

If you have any questions, please do not hesitate to contact us. The full A/B Salary Policy for Faculty Retention is available at [APF WEBSITE LINK].

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [IF JOINT APPOINTMENT – ALL UNITS MUST SIGN]

[chair/director] [date]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [IF JOINT APPOINTMENT – ALL UNITS MUST SIGN]

[dean/chancellor] [date]

I have reviewed, understand, and accept in full the new salary structure described above including, without limitation, that this new salary structure is irrevocable. I also understand that I remain obligated to adhere to the Faculty Code and any and all other policies applicable to University of Washington faculty members.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[faculty member] [date]

The Provost’s Office approves the new salary structure described hereinabove.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office of the Provost [date]