Template Letter Language for New Appointments
Postdoctoral Scholar – Conditional (Workday Position)

Please use the following template language when proposing to hire individuals who meet the definition of Postdoctoral Scholar and who have not yet had their doctoral degree conferred (i.e., those you propose to hire into a Postdoctoral Scholar – Conditional job position). This text MUST be present in all new hiring packets uploaded into Workday.

Cut/paste the following into your new appointment letters:

We are pleased to offer you an annual full-time position as a [select all that apply: Research Associate / Research Associate-Trainee / Senior Fellow / Senior Fellow-Trainee] in the [department / school / campus] on a conditional basis at the University of Washington effective [insert start date] and ending [insert end date]. The [insert title here] title is in a Postdoctoral Scholar bargaining unit represented by UAW 4121. Please be advised that agreements between UW and UAW may result in adjustments effective during your appointment, including, but not limited to, a change in the title of your appointment.

Your appointment as a [select all that apply: Research Associate / Research Associate-Trainee / Senior Fellow / Senior Fellow-Trainee] is on a conditional basis because you have not yet had your doctoral degree conferred. Your appointment is contingent upon providing the University with: a) documentation confirming the completion of your degree requirements; and; b) the date your degree will be conferred. Confirming documentation must consist of an official signed letter sent directly from the Registrar’s Office, graduate college or other appropriate administrative unit from the institution where your degree will be conferred. A letter from a faculty advisor or counselor is not acceptable. If you have not already done so, please send this information to [Please add the applicable details about to whom to send this required documentation].

As soon as your degree is conferred, you must provide the University with evidence of your degree. Acceptable evidence includes a copy of the degree certificate; an official transcript

Updated March 2019
bearing the official seal of the institution; or a formal statement from the university’s registrar or graduate school with an official seal or notary stamp. This documentation must also be sent to [Please add the applicable details about to whom to send this required documentation]. If your degree is not conferred or if you do not provide evidence of degree conferral, your conditional appointment may be terminated.