

Template Letter Language for New Appointments and Re-appointments Postdoctoral Scholar

Please use the following template language when proposing to hire individuals who meet the definition of [Postdoctoral Scholar](#), and who will be appointed into one (or more) of the following titles: Research Associate, Research Associate-Trainee, Senior Fellow, Senior Fellow-Trainee. This text MUST be present in all new hiring packets uploaded into Workday.

Cut/paste the following into your new appointment and re-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] 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 local 4121. Please be advised that any and all agreements between UW and UAW may result in adjustments effective during your appointment including, among other things, a change in the title of your appointment.