**University of Washington Bothell (UW Bothell)**

**Startup Packages for New Faculty Hires**

Startup packages are at the discretion of and paid for by the Academic Unit in which the faculty member is housed. The intent of a startup package is primarily to help the faculty member transition their scholarship program to UW Bothell. A startup package may also be used to incentivize the faculty member to accept the offer. Startup packages must be itemized in the offer letter. All startup items must be used within the first three years of a faculty member’s start date (approved leaves may result in an extension but never past any Code -specified mandatory timelines). Any exceptions to the above policy must receive written approval from the VCAA.

The items listed below are common for startup packages, however the Dean has some flexibility and is encouraged to consult with the VCAA for unusual situations. Details about the startup package should be confirmed with OEHR at the same time as the appointment letter documentation.

Note that retention packages, when needed, should follow similar guidelines.

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Name of Appointee:

Rank/Title:

Starting salary:

Start date of appointment:

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| --- | --- | --- | --- |
| Details of Expenditures | \_\_\_\_ Year | \_\_\_\_ Year | \_\_\_\_\_Year |
| * Research support (e.g., equipment, materials, etc.)
* IT supplies (e.g., advanced hardware, specialized software, etc.)
* Summer salary
* Student/post-doc support
* Professional development e.g., conference travel
* Moving costs (max: $5,000 following UW guidelines <https://finance.uw.edu/ps/how-pay/moving-expenses>)
* Relocation incentive (following UW guidelines <https://ap.washington.edu/ahr/policies/recruitment/making-an-offer/relocation/>)
* Course releases (standard buyout cost)
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