

**UNIVERSITY OF WASHINGTON**  
**Department of Speech and Hearing Sciences**  
**Clinical Associate Information Sheet**

The Department of Speech and Hearing Sciences at the University of Washington wishes to extend an important opportunity to clinical professionals in the community who are committed to the mentoring and training of our graduate clinicians. Clinical supervisors and staff working in an outside practicum setting and participating in our Speech-Language Pathology or Audiology programs are invited to apply for the position of “Clinical Associate” in the Department of Speech and Hearing Sciences.

The Clinical Associate position provides community-based speech pathologists and audiologists with the distinguished opportunity to become recognized members of our extended University network and take advantage of the many associated benefits. This opportunity is offered to community professionals who make substantial contributions to our program through expertise, interest, and motivation to work with faculty in preparing and assisting with student instruction.

Below is a summary of the position and benefits, as well as instructions on how to apply to become a Clinical Associate.

**Position Benefits**

- Increased access to Department speakers and presentations
- UW Library privileges, both physical and on-line (<http://www.lib.washington.edu>). To set up online access, visit <http://www.lib.washington.edu/services/borrow/barcode/bar.html>.
- UW Uniform Access Privileges which provide access to UW email, Internet and more (<http://www.washington.edu/computing>).
- Discounted Membership to the UW Intramural Activities Center (IMA) and access to UW Recreational Sports Programs (<http://depts.washington.edu/ima>).
- Discounted tickets to UW Husky events (<http://gohuskies.cstv.com/tickets/wash-faculty-info.html>).
- Discounted tickets to arts events purchased through the UW Arts Ticket Office (<http://www.meany.org/tickets/index.aspx>).
- Free admission to the Henry Art Gallery (<http://www.henryart.org>) and the Burke Museum (<http://www.washington.edu/burkemuseum>).
- Access to the UW Discount Program which provides UW employees access to a wide variety of discounts on area merchant goods and services (<http://www.washington.edu/admin/hr/benefits/discounts/index.html>).
- Rebates up to 10% on purchases from the UW Bookstore (<http://www.bookstore.washington.edu/default.taf>).

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**Position Details**

- The appointment period is for 12 months, with an indefinite number of reappointments available at the end of each term (no additional paperwork required)
- This clinical appointment is given to individuals who hold primary employment with an outside agency or non-academic unit at the UW. As a result:
  - The position is non-salaried.
  - Clinical Associates are not eligible for tenure
  - Clinical Associates do not have faculty voting rights

**Application Prerequisites**

- Active supervisory status within our department (Speech-Language Pathology or Audiology) for a minimum of two academic quarters as the “primary” or Lead Supervisor for both quarters
- Current ASHA certification
- Current WA state credential:
  - For non-school professionals:
    - Washington State Department of Health (DOH) license
  - For public school professionals:
    - *Mandatory*: Washington State Office of the Superintendent of Public Instruction (OSPI) Educational Staff Associate certificate
    - *Optional*: Washington State Department of Health (DOH) license

**Application Procedures**

We will be accepting applications twice a year for the Clinical Associate position. Application materials will need to be received by either **March 1<sup>st</sup>** or **October 1<sup>st</sup>** of each calendar year for consideration. To apply, please provide the following documentation:

- A letter of intent indicating your desire to become a Clinical Associate. In this letter please describe the specific contributions you have made to our department regarding teaching and/or clinical supervision. In addition, describe how you envision your ongoing participation with our faculty, students, and programs as a Clinical Associate.
- A current resume/CV
- A completed and signed UW Biography Form  
<http://www.washington.edu/admin/acadpers/forms/biography.doc>
- Two letters of recommendation from individuals outside of the department

All materials should be submitted to:  
Fiscal Services  
University of Washington  
Department of Speech & Hearing Sciences  
1417 NE 42nd Street  
Seattle, WA 98105-6246

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***PLEASE NOTE: Once all of the above materials have been received, an appropriate member of the Speech-Language Pathology or Audiology faculty will write a third letter of recommendation on your behalf to complete your application.***

**Once Your Application Is Received**

- Once all of your application materials have been received, you will receive a confirmation from our department verifying that your application has been submitted to the faculty for review.
- The Speech and Hearing Sciences Faculty will review your application and vote to approve the appointment. Faculty voting will occur in April for all March 1<sup>st</sup> applications, and in November for all October 1<sup>st</sup> applications.
- Following the faculty vote, the Department Chair will send a letter to the Dean of the College of Arts and Sciences recommending approval for the appointment.
- Once the Dean approves the appointment, materials will be mailed to you from Academic Human Resources confirming your position as a Clinical Associate.

***PLEASE NOTE: This process can take 1 to 2 quarters (3 to 6 months) to complete.***

**Final Steps following Appointment**

- Please sign and return the appointment letter to Academic Human Resources as indicated in the materials sent to you. The appointment agreement is an important aspect of your contract with the University of Washington.
- Please review and familiarize yourself with the general orientation information on the Academic Human Resources website (<https://ap.washington.edu/ahr/>).
- With your appointment letter you will receive an employee number. This employee number will allow you to obtain a UW Identification Card (Husky Card) which is central to accessing the numerous benefits listed above. Please visit the following website for more information on Husky Cards: (<https://hfs.uw.edu/Husky-Card-Services>).
- With your employee number, you will also be able to set up a UW Network Identification (UW NetID). The UW NetID is your personal identification for using UW online resources such as the libraries, and is required of everyone associated with the University of Washington who plans on using online central administrative programs and computing services (<https://itconnect.uw.edu>).
- For professional documentation, you are welcome to reference this position as follows: “Clinical Associate, Department of Speech and Hearing Sciences”

If you have any questions about this position or the application procedures, please feel free to contact:

Patrick Olsen  
[kolsen@uw.edu](mailto:kolsen@uw.edu)  
206-685-7792