



COLLEGE OF ENGINEERING
Appointment Packet Cover Sheet
Postdoctoral Appointment

Complete and send to:
 College of Engineering
 ATTN: Human Resources
 Box 352180

1. APPOINTEE INFO:

APPOINTEE NAME: _____
 APPT. DEPARTMENT: _____
 PROPOSED TITLE: _____
 APPT DATES: _____
 PROPOSED SALARY _____
 PhD CONFERRAL DATE: _____

2. DEPARTMENT CONTACT:

CONTACT NAME: _____
 DEPARTMENT: _____
 PHONE: _____
 EMAIL: _____

3. ROUTING:

- Once approved, please forward to AHR
- Once approved, please contact for pickup.
- Other (describe below)

4. FACULTY VOTE:

Check here if Dept Chair has the delegated authority to appoint

YES _____
 NO _____
 ABSENT _____
 ABSTAIN _____

TOTAL _____

5. COMMENTS:

- This is an initial appointment
- This is a reappointment

6. APPROVAL:

X _____ Date
 Chair Signature

X _____ Date
 Dean Signature

7. Attachments and Reminders:

REQUIRED ATTACHMENTS:

- This signed cover sheet **or** a letter with the same information from the Chair to the Dean
- 3 letters of recommendation
- UW Biography
- CV
- Copy of offer letter sent to appointee
- Copy of appointee's acceptance

A note about this appointment:

- An individual may only hold a postdoctoral position for up to six years after receiving his or her Ph.D.

REMINDERS:

- If the postdoc is a recent graduate, include documentation to this packet that confirms the individual has completed all Ph.D. requirements.
- Have you sent I-9, W-4, etc. to the Payroll Office, Box 355655?
- Did the appointee complete the Affirmative Action Data Form on-line?
- Did you retain one copy of this documentation for department files?
- Did you review new hire & orientation procedures for your department?