COLLEGE OF ENGINEERING
Appointment Packet Cover Sheet
Professorial Titles

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

1. APPOINTEE INFO:

APPOINTEE NAME: _____

APPT. DEPARTMENT: _____

PROPOSED TITLE: _____

START DATE: _____

FTE: _____

PROPOSED SALARY _____

2. DEPARTMENT CONTACT:

CONTACT NAME: _____

DEPARTMENT: _____

PHONE: _____

EMAIL: _____

BOX #: _____

3. ROUTING INSTRUCTIONS:

☐ Once approved, please forward to AHR

☐ Once approved, please contact for pickup

4. COMMENTS:

REQUIRED ATTACHMENTS:

☐ Letter from the Dean to the Provost (attached by Dean's Office)

☐ This cover sheet

☐ Letter from the Chair to the Dean (must include faculty vote, title, start date, service period, salary)

☐ Original offer letter with candidate's acceptance

☐ 3 letters of recommendation

☐ UW Biography

☐ Candidate's CV

☐ Applicant Flow Confirmation

☐ Search Committee Report

☐ Copy of job advertisement from the print journal

☐ AHR Ad Approval Notice

A note about this appointment:

- Email approval from AHR must be received prior to entering the appointment into OPUS
- New appointments to ranks above the assistant professor require review by the College of Engineering Promotion and Tenure Council. Departments are urged to contact the College of Engineering Human Resources office at 616-9808 if they intend to appoint an individual to a higher rank.

REMINDERS:

- 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 notify your payroll coordinator of this pending appointment?
- Did you review new hire & orientation procedures for your department?

Updated 7/24/2014