



COLLEGE OF ENGINEERING
Appointment Packet Cover Sheet
Visiting Faculty Member

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

1. APPOINTEE INFO:

APPOINTEE NAME: _____
 DEPARTMENT: _____
 PROPOSED TITLE: _____
 APPT DATES: _____
 PROPOSED SALARY: _____
 SERVICE PERIOD _____

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:

YES _____
 NO _____
 ABSENT _____
 ABSTAIN _____
 TOTAL _____

5. COMMENTS:

6. APPROVAL:

X _____
 Chair Signature Date

X _____
 Dean's Signature Date

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:

This title can only be used for individuals who hold an academic rank at a home institution either domestic or foreign. Use this title if the individual will be teaching, or will be on the UW payroll. Use the same rank for the UW appointment as the individual holds at his or her home institution.

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 review new hire & orientation procedures for your department?