



COLLEGE OF ENGINEERING

Appointment Packet Cover Sheet Acting Instructor and Acting Assistant Professor, temp. 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: _____
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:

- This is an initial appointment
- This is a reappointment

6. APPROVAL:

X _____
Chair Signature Date

X _____
Dean 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 Acting Instructors:

- This is an annual appointment. Limited to 4 years in any one acting title.
- This title is commonly used for postdocs who have surpassed the 6-year terminal degree limit.
- A 12-month service period is appropriate for Acting Instructors who solely conduct research and do not provide instruction. Those who provide instruction should have 9-month service periods.

A note about Assistant Professors, temporary

- This is an annual appointment. Limited to 4 years in any one acting title.
- A national search will be required in order to transition into the assistant professor title.

REMINDERS

- Have you sent I-9, W-4, etc. to the Payroll Office, Box 355655?
- Did you retain one copy of this documentation for department files?