



COLLEGE OF ENGINEERING
Appointment Packet Cover Sheet
Acting Professorial Titles

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

1. APPOINTEE INFO:

APPOINTEE NAME: _____
 APPT. DEPARTMENT: _____
 PROPOSED TITLE: _____
 APPT DATES: _____
 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
- Other (see COMMENTS)

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 (Required for 0123)
- AHR Ad Approval Notice (Required for 0123)
- Copy of job advertisement from the print journal (Required for 0123)

A note about this appointment:

- Email approval from AHR must be received prior to entering the appointment into OPUS
- Acting Associate Profess and Acting Professor are annual appointments. Acting Assistant Professor, pending PhD may be appointment for 0-2 year terms.
- A national search is not required for Acting Associate Profess or Acting Professor. However, a search will be required in order to transition into a tenured, WOT, or research-track professorial position.

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