



COLLEGE OF ENGINEERING
Appointment Packet Cover Sheet
Affiliate Faculty Member

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

1. APPOINTEE INFO:

APPOINTEE NAME: _____
 APPT. DEPARTMENT: _____
 PROPOSED TITLE: _____
 START DATE: _____
 SERVICE PERIOD: _____
 PROPOSED SALARY: _____

2. DEPARTMENT CONTACT:

CONTACT NAME: _____
 DEPARTMENT: _____
 PHONE: _____
 EMAIL: _____
 BOX #: _____

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 or committee has delegated authority to appoint
- YES _____
- NO _____
- ABSENT _____
- ABSTAIN _____
- TOTAL** _____

5. Comments:

6. APPROVAL:

X _____
 Chair Signature Date

To appoint a UW staff member to an Affiliate title, have the appointee's home department director concur by signing below:

X _____
 Home Department Director 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
- 1 letter of recommendation
- UW Biography
- CV

A note about this appointment:

- This title requires qualifications comparable to those required for appointment to the corresponding faculty rank. If the appointee does not have a Ph.D. (only a Master's Degree and experience) the appointment must be made at the Affiliate Instructor level.
- Affiliate appointments are generally courtesy titles used to document academic affiliations of faculty members at other universities, or individuals from industry who do not hold a faculty title.
- Affiliate appointments are annual and should be considered for reappointment each year by the faculty and/or Chair of the department.

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?