



COLLEGE OF ENGINEERING

Appointment Packet Cover Sheet Full-Time Lecturers & Lecturer PT, competitive recruitment

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:

- Once approved, please forward to AHR
- Once approved, please contact for pickup.
- Other (describe below)

4. COMMENTS:

7. ATTACHMENTS & REMINDERS:

REQUIRED ATTACHMENTS:

- This signed cover sheet
- Letter from Chair to Dean requesting appointment (include faculty vote)
- Letter from Dean to Provost (attached by Dean's Office)
- 3 letters of recommendation
- UW Biography
- CV
- Copy of offer letter sent to appointee
- Copy of appointee's acceptance

REQUIRED FOR 0140, 0179, AND 0117:

- Applicant Flow Report
- Copy of Job Ad
- Search Committee Report
- One copy of all above documents for CoE Dean's Office

A note about this appointment:

- A reappointment decision must be as least 6 months prior to the appointment expiration date.
- Senior Lecturer FT (0117) and Lecturer FT, competitive recruitment (0179) may be appointed to 1-5 year terms. Lecturer FT (0115) are annual appointments.

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?