



COLLEGE OF ENGINEERING
Appointment Packet Cover Sheet
Lecturer Part Time

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

1. APPOINTEE INFO:

APPOINTEE NAME: _____
 DEPARTMENT: _____
 PROPOSED TITLE: _____
 APPT DATES: _____
 PROPOSED SALARY
 (FULL-TIME RATE): _____

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:

Check here if Dept chair or committee has been delegated authority to appoint

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 letter of recommendation
- UW Biography
- CV
- Copy of offer letter sent to appointee
- Copy of appointee's acceptance

A note about this appointment:

- If you are rehiring a Lecturer PT who has had a faculty appointment in the last year, then this signed coversheet, offer letter, and acceptance are sufficient documentation for this appointment.
- If the appointee was hired from a national search, then please include a copy of the ad and Applicant Flow confirmation page.
- Appointments may be quarter by quarter up to 100%, or annual at less than 100%

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?