



COLLEGE OF ENGINEERING  
**Appointment Packet Cover Sheet**  
**Visiting Scientist Appointment**

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

**1. APPOINTEE INFO:**

APPOINTEE NAME: \_\_\_\_\_  
 APPT. DEPARTMENT: \_\_\_\_\_  
 PROPOSED TITLE: 0437 - Visiting Scientist  
 START & END DATE: \_\_\_\_\_  
 FTE: \_\_\_\_\_  
 PROPOSED MONTHLY SALARY: \_\_\_\_\_

**2. DEPARTMENT CONTACT:**

CONTACT NAME: \_\_\_\_\_  
 DEPARTMENT: \_\_\_\_\_  
 PHONE: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 BOX #: \_\_\_\_\_

**3. ROUTING:**

- Once approved, please forward to Acad. HR.
- Once approved, please contact for pickup.
- Other (described below)

**4. COMMENTS:**

**5. APPROVALS:**

**X** \_\_\_\_\_  
 Chair's Signature Date

**X** \_\_\_\_\_  
 Dean's Signature Date

**6. ATTACHMENTS AND REMINDERS**

**REQUIRED DOCUMENTS:**

- This signed cover sheet **or** a letter with the same info from the Chair to the Dean
- 2 letters of recommendation
- UW Biography
- CV
- Copy of offer letter

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

**A note about this appointment:** This title is used for non-academic personnel, domestic and foreign. This appointment is used when the person will be paid from a UW source, either fully or partially. If the person is a United States citizen or an immigrant (U.S. Resident) **and** is being paid by the UW, he or she is allowed to stay no longer than 3 months.