

***College of Engineering***

***Professorial Titles Appointment Coversheet***

***(Competitive Searches: Tenure-track, Research & Teaching)***

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| **APPOINTEE INFO:** |  |

|  |  |  |
| --- | --- | --- |
| APPOINTEE NAME: |  |  |
| APPT. DEPARTMENT: |  |  |
| PROPOSED TITLE: |  |  |
| APPT DATES: |  |  |
| PROPOSED SALARY |  |  |
| PhD CONFERRAL DATE: |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **ROUTING:** |  | **VOTING** |

|  |  |
| --- | --- |
| YES |   |
| NO |   |
| ABSENT |   |
| ABSTAIN |   |
|  **TOTAL** |  |

Enter appointment into Workday for Dean’s Office and AHR approval.

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| **Attachments and Reminders:** |

 **REQUIRED ATTACHMENTS:**

* Offer letter (separate PDF)
* Chair/director’s letter to dean/chancellor recommending appointment including:
	+ Faculty vote
	+ Rank and title
	+ Start date
	+ Service period (either 9 or 12 months)\*
	+ Monthly rate of pay\*
	+ Appointment (FTE) percent
	+ Tenure percent, or indicate ‘non-tenure eligible’
* Three letters of recommendation
* Curriculum vitae
* Copy of online job advertisement from the Chronicle of Higher Education or appropriate print journal
* Signed, completed sexual misconduct disclosure form