

***College of Engineering***

***Professorial Titles Appointment Coversheet***

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

|  |  |
| --- | --- |
| **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.

|  |
| --- |
| **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