



COLLEGE OF ENGINEERING
Appointment Packet Cover Sheet
Full-Time Lecturers & Lecturer
PT

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:

Route in Workday

4. COMMENTS:

7. ATTACHMENTS & REMINDERS:

REQUIRED ATTACHMENTS:

- This signed cover sheet
- 3 letters of recommendation (Full-Time)/1 letter of recommendation (Part-time)
- Signed, completed sexual misconduct form
- CV
- Copy of offer letter sent to appointee
- Copy of appointee's acceptance

REMINDERS:

- Did you retain one copy of this documentation for department files?
- Did you review new hire & orientation procedures for your department?