

UW Bothell

New Appointment Checklist

Short Term Faculty

Faculty Name

Proposed Title / Job Code

Appointment Start Date

Appointing Department

Department Contact / Telephone

Budget #

Required Appointment Paperwork:

- MEMORANDUM TO APPOINT** from Dean/Director to Vice Chancellor (reporting faculty vote, dean/director recommendation, salary, appointment details, dates/terms)
 - Curriculum Vitae (CV)
 - Letters of Recommendation (one required)
 - UW Biography Form:
<http://www.washington.edu/admin/acadpers/forms/biography.pdf>
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Routing:

Attach this checklist to the documents listed above and submit the entire package to:

Director of Academic HR and Administration
Office of Academic Affairs
Box 358522

The Office of Academic Affairs will obtain the required approval signatures and:

- 1) Send a copy of **Appointment Packet** to Academic Human Resources.
- 2) Return a signed copy of the **MEMORANDUM TO APPOINT** to the program.
- 3) Retain the original appointment packet in the faculty member's personnel file.