



COLLEGE OF ENGINEERING
Appointment Packet Cover Sheet
Acting Instructor and Acting
Professor Titles

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

1. APPOINTEE INFO:

APPOINTEE NAME: _____
 APPT. DEPARTMENT: _____
 PROPOSED TITLE: _____
 APPT DATES: _____
 PROPOSED SALARY _____
 SERVICE PERIOD: _____

2. DEPARTMENT CONTACT:

CONTACT NAME: _____
 DEPARTMENT: _____
 PHONE: _____
 EMAIL: _____

3. ROUTING:

Enter into Workday for approvals

4. FACULTY VOTE:

YES _____
 NO _____
 ABSENT _____
 ABSTAIN _____

TOTAL _____

5. COMMENTS:

- This is an initial appointment
- This is a reappointment

6. APPROVAL:

X _____
 Chair Signature Date

7. Attachments and Reminders:

REQUIRED ATTACHMENTS:

- This signed cover sheet **or** a letter with the same information from the Chair to the Dean
- 3 letters of recommendation
- CV
- Copy of offer letter sent to appointee and copy of appointee's acceptance
- Signed, completed sexual misconduct form
- If this is a Postdoc moving into acting title, include Title Change Request form

A note about Acting Instructors:

- This is an annual appointment. Limited to 4 years in any one acting title.
- This title is commonly used for postdocs who have surpassed the 6-year terminal degree limit.
- A 12-month service period is appropriate for Acting Instructors who solely conduct research and do not provide instruction. Those who provide instruction should have 9-month service periods.

A note about Assistant Professors, temporary

- This is an annual appointment. Limited to 4 years in any one acting title.
- A national search will be required in order to transition into the assistant professor title.

REMINDERS

- Did you retain one copy of this documentation for department files?