



COLLEGE OF ENGINEERING
Appointment Packet Cover Sheet
Adjunct Faculty Member

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

1. APPOINTEE INFO:

APPOINTEE NAME: _____
 APPT. DEPARTMENT: _____
 PROPOSED TITLE: _____
 START DATE: _____
 SERVICE PERIOD: _____

2. DEPARTMENT CONTACT:

CONTACT NAME: _____
 DEPARTMENT: _____
 PHONE: _____
 EMAIL: _____
 BOX #: _____
 HOME DEPARTMENT: _____

3. Routing:

Enter into Workday

4. Faculty Vote:

YES _____
 NO _____
 ABSENT _____
 ABSTAIN _____
 TOTAL _____

5. Comments:

6. APPROVAL:

X _____
 Home Department Chair Signature Date

X _____
 Appointing Department Chair Signature Date

7. Attachments and Reminders:

REQUIRED ATTACHMENTS:

- This signed cover sheet **or** a letter with the same information from the Chair of the appointing department to the Dean
- 1 letter of recommendation
- Chair/director/campus dean's letter to dean/chancellor recommending appointment and indicating the faculty vote from adjunct appointing unit
- Chair/director/campus dean's letter from the faculty member's primary unit approving the adjunct appointment

A note about this appointment:

- The adjunct title is for UW faculty members who already hold a primary appointment in another department. This appointment recognizes the contributions of the appointee to the secondary department.
- The appointment must be at the same rank as the appointees' home department title.
- These appointments are annual; the question of their renewal shall be considered each year by the faculty of the secondary department.