



COLLEGE OF ENGINEERING
Appointment Packet Cover Sheet
Affiliate 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: _____
 PROPOSED SALARY: _____

2. DEPARTMENT CONTACT:

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

3. Routing:

Enter into Workday

4. Faculty Vote:

Check here if Dept chair or committee has delegated authority to appoint

YES _____

NO _____

ABSENT _____

ABSTAIN _____

TOTAL _____

5. Comments:

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
- 1 letter of recommendation
- CV
- Signed, completed, sexual misconduct disclosure form

A note about this appointment:

- This title requires qualifications comparable to those required for appointment to the corresponding faculty rank. If the appointee does not have a Ph.D. (only a Master's Degree and experience) the appointment must be made at the Affiliate Instructor level.
- Affiliate appointments are generally courtesy titles used to document academic affiliations of faculty members at other universities, or individuals from industry who do not hold a faculty title.
- Affiliate appointments are annual and should be considered for reappointment each year by the faculty and/or Chair of the department.

REMINDERS:

- Did you retain one copy of this documentation for department files?
- Did you review new hire & orientation procedures for your department?
- In the event of temporary payment, the unit will be asked to submit an offer letter amendment that includes: Statement of temporary nature of paid status, duration of paid status, appointment percent and rate of pay while in paid status, signature of hiring authority and signature or acknowledgment by appointee