



COLLEGE OF ENGINEERING
Appointment Packet Cover Sheet
Postdoctoral Appointment

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 _____
 PhD CONFERRAL DATE: _____

2. DEPARTMENT CONTACT:

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

3. ROUTING:

Route in Workday

4. FACULTY VOTE:

Check here if Dept Chair has the delegated authority to appoint

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
- Offer letter with template language for appropriate title signed by hiring authority or appointee
- Postdoctoral scholar data sheet
- CV
- Proof of degree conferral if doctoral degree acquired within 1 year prior to appt start
- Signed, completed sexual misconduct disclosure form

A note about this appointment:

- An individual may only hold a postdoctoral position for up to five years after receiving his or her Ph.D.

REMINDERS:

- If the postdoc is a recent graduate, include documentation to this packet that confirms the individual has completed all Ph.D. requirements.
- Did you retain one copy of this documentation for department files?
- Did you review new hire & orientation procedures for your department?