

Appointment Form For Faculty and P&A Staff

Hiring Units must complete this form after successfully hiring a candidate for any open Faculty or P&A position.

Submit this completed form with Vita, and Transcript to the Dean's Office.

- Hire full-time employee:** Upon receipt of completed Appointment Form, offer letter is sent from Chancellor's or Vice Chancellor's Office.
- Hire part-time employee:** Offer letter is sent from division/department, with copy attached to Appointment Form.
- Rehire full or part-time employee:** The person is already employed by UMM in renewable appointment; there is an appointment change (other than renewal/salary). Offer letter is sent from division/department, with copy attached to Appointment Form.
- Renew full or part-time employee:** The person is already employed by UMM in renewable appointment and there is no appointment change except renewal/salary. *Full-time employees* receive renewal/salary letter, following budget process, from Chancellor's Office. *Part-time employees* receive renewal/salary letter from their division/department; with copy sent to the Dean's Office. **Do not complete this Form.**

Full Name of Person Hired:

Requisition Number:

Job Code Number and Title:

Discipline/Department Number and Name:

Mailing Address (for hiring letter):

Citizenship:

Social Security #:

Date of Birth:

Highest Degree Awarded (not anticipated):

Where Received and Date:

Term(A, K, E, L):

Percent Time:

Term Start Date:

Term End Date:

Base Salary:

Other:

Type (N, K, Other):

New or Replacement (Name):

Actual Appointment Start Date:

Actual Appointment End Date:

Actual Salary:

If Tenure-Track, give years prior credit (if any):

Supervisor signature and date: _____

Routing:	HR/payroll _____	VC or Dean _____	Financial Officer _____	CUFS# _____
<i>Complete for Grant Funded Positions ONLY:</i> GDO Approval _____ Total Funding Period _____ Total Funding _____				

For Payroll Office Use Only

Employee ID _____	Rcd# _____	Effective Date _____
Action _____	Reason _____	
Standard Hours _____	FTE _____	
Comp Rate _____	Paid over 12 yes no	