

# UW Bothell

## New Appointment Checklist

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### Short Term Faculty

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Faculty Name

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Proposed Title / Job Code

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Appointment Start Date

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Appointing Department

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Department Contact / Telephone

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Budget #

#### Required Appointment Paperwork:

- MEMORANDUM TO APPOINT** from Dean/Director to Vice Chancellor (reporting faculty vote, dean/director recommendation, salary, appointment details, dates/terms)
  - Curriculum Vitae (CV)
  - Letters of Recommendation (one required)
  - UW Biography Form:  
<http://www.washington.edu/admin/acadpers/forms/biography.pdf>
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#### Routing:

Attach this checklist to the documents listed above and submit the entire package to:

Director of Academic HR and Administration  
Office of Academic Affairs  
Box 358522

**The Office of Academic Affairs will** obtain the required approval signatures and:

- 1) Send a copy of **Appointment Packet** to Academic Human Resources.
- 2) Return a signed copy of the **MEMORANDUM TO APPOINT** to the program.
- 3) Retain the original appointment packet in the faculty member's personnel file.