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New Appointment Checklist

Permanent Faculty – National Search

Faculty Name

Title / Job Code

Appointment Start Date

Appointing Department

Department Contact / Telephone

Budget #

Submit to Faculty Affairs Director:

Required hard copy Appointment Paperwork:

- UWB internal Director to Vice Chancellor **Memorandum to Appoint**
- Appointment Letter from Director to Vice Chancellor that reports faculty vote, provides director recommendation, salary, appointment details, date/s/terms of appointment.
- Applicant Flow Report

- Confirmation of WEB posting in Chronicle of Higher Education
- Photocopy of position announcement
- Copy of search committee report
- Original letter of acceptance
- Copy of Offer Letter
- Three original Letters of recommendation (required)
- Curriculum Vitae (CV)
- Signed UW Biography Form

<http://www.washington.edu/admin/acadpers/forms/biography.pdf>

Sample Letters:

[Appointment Letter](#) from Director to Vice Chancellor

[Letter of Offer](#)

Routing:

Attach this checklist to the documents listed above and submit the required appointment paperwork to:

Faculty Affairs Director
Office of Academic Affairs
Box 358522

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

- 1) Send the original **Appointment Packet** to Academic Human Resources.
- 2) Return a signed copy of the UWB Memorandum to Appoint to the program.
- 3) Keep a copy of the appointment paperwork for the faculty member's personnel file.

Definitions:**Faculty – National Search:**

A national search is required for appointment in any of the following titles:

- Professor (0101)
- Associate Professor (0102)
- Assistant Professor (0116)
- Senior Lecturer, full-time (0117) (appointment 1-5 years)
- Lecturer, full-time, competitive recruitment (0179) (for a multi-year appointment)
- Lecturer, part-time, competitive recruitment (0140) (for a multi-year appointment)
- Research Assistant Professor (0143)
- Research Associate Professor (0142)
- Research Professor (0141)