



Complete and send as attachment to:

CoEnv Academic HR

coenvahr@uw.edu

Use this form to request CoEnv Dean's office review and approval of a faculty job advertisement. When approved, CoEnv AHR will submit the advertisement to UW Academic HR for final review and approval. UW AHR will notify the unit of approval by email, and will include a document containing a unique Affirmative Action number (AA#), a link to the online Affirmative Action Information Request (AAIR) form, and a link to the online Applicant Flow Report.

Position included in unit's approved hiring plan?

Yes

No

School Contact Information

Name

School/Dept

Phone #

Box #

Email

Faculty position information

School

Proposed title(s)

Job Class Code(s)

Appt. Type

Anticipated start date

Appt end date (if applies)

Service Period % FTE

Number of positions

Advertisement information

Ad title (Unit Name, Job Class(es))

Example: Aquatic and Fishery Sciences - Assistant, Associate, or Full Professor

Paste ad text below and on next page if necessary. All versions of an ad must be reviewed and approved.

