

W UNIVERSITY of WASHINGTON | TACOMA

NEW FACULTY EMPLOYMENT FORMS CHECKLIST – NON-COMPETITIVE

(for titles NOT requiring a competitive search –
Full-Time Lecturer, Research Associate, Teaching Associate, Visiting Appointments)

NO OTHER FORMAT IS PERMITTED

Employee Name _____	Title _____
Academic Program/School _____	
Campus Box _____	
Program Contact _____	UWT Telephone _____

- Offer Letter
- Written acceptance from candidate (can be on the offer letter)
- Memo to VCAA recommending appointment including faculty vote (*include a line for VCAA concurrence and signature on the memo*)
- If applicable, Criminal Background Check, A-Check #: _____*
- Curriculum Vitae
- Three letters of recommendation
- Transcript with highest degree earned
- Biography Form
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- Personal Data Form (PDF)
- For paid appointments, please include:*
- Employment Eligibility Form (I-9)
- W-4 Withholding Allowance Certificate (current year)
- Direct Deposit Authorization Form (or faculty can set up in MyUW after NetID established)
- Remind faculty to complete the Affirmative Action Data Form online at <http://ap.washington.edu/eoaa/forms/aadf/> after Payroll entry

Start date _____	End date (if applicable) _____	Length of term _____
Full-time rate _____	Budget # _____	FTE% _____
Full-time rate _____	Budget # _____	FTE% _____
ADS amount, if applicable _____	ADS budget, if applicable _____	
Comments/notes: _____		

Send complete packet, including this form and items listed above to:
Academic HR, Academic Affairs, Campus Box 358430

*Education, Nursing, and Social Work Programs are required to complete a background check on all new faculty.