

## SPHCM: Academic Appointment Checklist Matrix (Updated 10/02)

### Table Key and Instructions:

**Which table to use, A, B, or C?** Alphabet letters refer to the three appointment packet checklists. To find which checklist to use for a particular appointment: **1.** Find the *appointment type* (row headers) and *level* (column headers). **2.** The cell where the row and column meet specifies the appropriate checklist.

**Four Digit Numbers:** Payroll Job Class Code

**\*:** Please consult with the Dean's Office prior to starting the search for this position.

**shaded areas** Appointments that either do not exist or are rarely used.

**Non-ladder Appointments:** Academic appointments outside the assistant, associate, and full professor ranks (lecturer etc.)

This matrix lists the most commonly used academic titles (a title = an appt. type & level). To make appointments to titles not shown, please contact the Dean's Office.		<i>Appointment Level</i>							
		<b>Assistant Professor</b>	<b>Associate Professor</b>	<b>Full Professor</b>	<b>Lecturer -also Senior, &amp; Principal</b>	<b>Instructor</b>	<b>Research Associate</b>	<b>Teaching Associate</b>	<b>Scientist</b>
<i>Appointment Type</i>	<b>Regular (tenure track or with tenure) Including Joint -see below</b>	<b>A</b> 0116 <b>(tenure track)</b>	<b>A</b> 0102	<b>A</b> 0101					
	<b>Research Including Joint -see below</b>	<b>A</b> 0143	<b>A</b> 0142	<b>A</b> 0141			<b>C*</b> 0148		
	<b>WOT Due to Funding Including Joint -see below</b>	<b>A</b> 0113	<b>A</b> 0112	<b>A</b> 0111					
	<b>Part Time (PT), Including Joint -see below</b>	<b>A*</b> Reg., Res., WOT	<b>A*</b> Reg. Res. WOT	<b>A*</b> Reg. Res. WOT	<b>C</b> 0185		<b>C*</b> 0148		
	<b>Adjunct and Research</b>	<b>B</b> 0158	<b>B</b> 0157	<b>B</b> 0156					
	<b>Adjunct</b>	<b>B</b> 0153	<b>B</b> 0152	<b>B</b> 0151	<b>B</b> 0155				
	<b>Non Ladder Appt. Including Joint -see below</b>				<b>C</b> 0115				
	<b>Senior Including Joint- see below</b>				<b>C</b> 0117				
	<b>Clinical</b>	<b>B</b> 0163	<b>B</b> 0162	<b>B</b> 0161		<b>B</b> 0164		<b>C*</b> 0169	
	<b>Affiliate</b>	<b>B</b> 0173	<b>B</b> 0172	<b>B</b> 0171		<b>B</b> 0174			
	<b>Acting</b> (cannot be used with Research titles)	<b>C</b> 0123	<b>C</b> 0122	<b>C</b> 0121		<b>C</b> 0124			
	<b>Visiting</b>	<b>C</b> 0133	<b>C</b> 0132	<b>C</b> 0131	<b>C</b> 0135				<b>C</b> 0437
<b>Senior Fellow/Trainee</b>	<b>Forward the Postdoctoral Scholar Data Form and the State Patrol Form to the Dean's Office for signature, then put in Opus.</b>								

**Joint Appts:** Are those where a faculty member who is primary (i.e. the home department is in another UW dept.), is also appointed to your department. In this case a department does not need to institute a formal faculty search through the Dean's Office to make a joint appointment.

**Split Appts:** If an appointment is to be **split** (i.e. %'s of the FTE will be distributed between your department and another), **contact the DO for directions before proceeding.**