

SPHCM Academic Appointment Checklist

Updated 6/2007



Regular or WOT Assistant, Associate or Full Professor: *Clinical, Affiliate, Adjunct*

Research Assistant, Associate or Full Professor: *Adjunct*

Instructor: *Clinical, Affiliate (Adjunct no longer available)*

Lecturer: *Adjunct*

I. Appointment Information:

Please fill out the section below and include this form with your packet of originals. This form is for Dean's Office records and will not be part of the appointment packet.

Name of candidate: _____ Dept: _____ Date Appt. Effective: _____
<ul style="list-style-type: none">• Is this appointment (circle one) joint or adjunct? Y _____ N _____ If yes, with what dept(s): _____• Are there any special circumstances regarding this packet? Y _____ N _____ If yes, note them below.

II. Number of Copies and Packet Contents:

Send to Dean's Office: all the originals in 1 packet (in the order listed below) + 1 copy, single sided copying. (Below, **NR** = Not Required)

1.	Letter [original] from the chair to the Dean which contains the following: <ul style="list-style-type: none">• Candidate's full name and proposed title• Effective date of appointment• Background: all degrees received, when and where awarded; field of study; teaching experience, if any; summary and assessment of research experience; and ability to obtain external funding• Responsibilities: teaching, anticipated research goals, description of how candidate fits in dept., research program, administrative responsibilities, if any, etc.• Faculty vote counts: yes, no, abstentions, absent and not voting: <i>if more than 25% of the votes are made up of abstentions, absent, and/or no votes, include a paragraph in the chair's letter explaining why this may have occurred.</i>• Please make sure the letters are addressed to: Patricia W. Wahl, PhD, Dean (on second line)
2.	Joint only: Signature of concurrence from chair of joint/adjunct dept.(s) [original(s)]
3.	<i>At least 1 letter</i> [original] of recommendation (NR for adjunct).
4.	Washington State Patrol Form [original] (NR for adjunct-responsibility of home department)
5.	UW Conv/Crim. History Form [original] (NR for adjunct-responsibility of home department)
6.	UW Biography form [original]
7.	Augmented SPHCM CV
After completing and submitting the packet:	
Dept. may enter into Opus after sending packet to Dean's Office.	