

# SPHCM Academic Appointment Checklist

(Updated 6/2007)



**Assistant, Associate or Full Professor:** *Visiting or Acting*

**Lecturers, Senior Lectures, Principal Lecturers:** *including Part-Time and Joint*

**Research Associate; Teaching Associate; Visiting Scientist**

**Instructor:** *Acting*

## I. Appointment Information:

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

<b>Name of candidate:</b> _____ <b>Dept.:</b> _____ <b>Date Appt. Effective:</b> _____ The "Request to Open Faculty Position" form number (found in the upper right hand corner): _____ • Is the appointment part-time? ___Y___N If yes, what % of full-time? _____ • Is this a joint appointment? ___Y___N If yes list home dept.: _____ • If yes, will the appointee have voting rights in the SPHCM department? ___Y___N • Are there any special circumstances regarding this packet? ___Y___N If yes, please note them below.
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## 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"> <li>• Candidate's full name and proposed title</li> <li>• Effective date of appointment</li> <li>• 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</li> <li>• Responsibilities: teaching, anticipated research goals, description of how candidate fits in dept., research program, administrative responsibilities, if any, etc.</li> <li>• 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></li> <li>• Faculty vote optional for Research Associates and Visiting Scientists – department sets preference</li> <li>• Please make sure the letters are addressed to: Patricia W. Wahl, PhD, Dean (on second line)</li> </ul>
2.	<b>Joint Lecturers and Research Associates only:</b> Signature of concurrence from chair of joint/adjunct dept.(s) [original(s)]
3.	Offer letter from chair [copy]. ( <b>NR</b> for Visiting Scientist or if Joint and SPHCM <b>not</b> primary dept.)
4.	Washington State Patrol Form [original] ( <b>NR</b> for Joint Lecturer if SPHCM <b>not</b> primary dept.)
5.	UW Conv/Crim. History Form [original] ( <b>NR</b> for Joint Lecturer if SPHCM <b>not</b> primary dept.)
6.	UW Biography form [original]
7.	3 letters of recommendation [originals] (Visiting Scientists: <i>at least</i> 1 letter required; If Joint and SPHCM <b>not</b> primary dept., uses primary dept. letters)
8.	SPHCM CV
9.	Student teaching evaluations ( <b>Lecturers: can include if preferred by candidate</b> ) [will accept copies]
10.	Peer teaching evaluations ( <b>Lecturers: can include if preferred by candidate</b> ) [will accept copies]
11.	Search Documents [originals] ( <b>NR</b> for visiting and acting appointments, Res. Associates, or <b>Joint Lecturer</b> if SPHCM <b>not</b> primary dept.) Applicant Flow Form; a copy of the published advertisement <b>or</b> enclose a copy of the EOO search waiver letter or email in place of the advertisement.

### After completing and submitting the packet:

**For Lecturers and Senior Lecturers with appts of 2 quarters or less and all other titles listed above:** dept. enters into Opus after sending packet to the Dean's Office.

**For Lecturer and Senior Lecturers with appts. of 3 quarters or more:** dept. may enter Opus upon receipt of approval email from AHR.