

ACADEMIC APPOINTMENT INFORMATION

Submitted by: _____

Demographic Information:

Name _____ UIN _____ SSN _____

Current Address _____ MC _____

Appointing Department _____ Academic Department _____

Appointing Dept. Address _____ Phone _____

E-Mail _____ New Hire Yes No International Yes No

If known: Citizenship _____ Visa Type _____ Exp. Date _____ Date of Birth _____

Type of Appointment: (check one & complete corresponding information)

Academic, Title _____

If new hire, attach the following documents:

Letter of Offer Curriculum Vitae, Affirmative Action Summary Form (or waiver),
Search Narrative, Pre-audit Form, Position Announcement or Approved Search Waiver

Graduate Assistant, Duties: (check all that apply in either the clerical or technical fields)

Clerical: Copying course materials General office work/clerical/receptionist Supervising Reading Room

Technical: Webmaster Network Admin Equip Mgmt Monitoring Labs Translation Publication support

Grad Research Assistant, Professor _____, Research Board yes no

Duties: (check all that apply) Conducting Experiments Organizing or Analyzing Data Presenting Findings in a
Publication or Dissertation Collaborating with Faculty in Preparing Publications Overseeing Work of Other RAs
 Other Research Activities

Grad Teaching Assistant, Teaching Class _____

Duties: (check all that apply) teaching grading leading lab or discussion section develop instructional
material proctoring exams overseeing work of other TAs Holding office hours tutoring

Hourly, Rate per Hour: \$ _____ Grad \$ _____ Academic

Visiting Scholar

Salary Information

Appointment Percentage _____ Dates of Appointment _____ to _____

Annual Salary \$ _____ Monthly Salary \$ _____ Lump Sum \$ _____

Fund _____ Organization _____ Account _____ Program _____

Date Received _____ Date Appointment Completed _____ Rev.3/04