

UW Bothell

New Appointment Checklist

Competitively Recruited Faculty – National Search

Faculty Name

Title / Job Code

Appointment Start Date

Appointing Department

Department Contact / Telephone

Budget #

Submit to Director of Academic HR:

Required original, hard copy New Appointment Paperwork:

- UWB internal Dean/Director to Vice Chancellor **Memorandum to Appoint**
- Appointment Letter** from Dean/Director to Vice Chancellor that reports faculty vote, provides recommendation, salary, appointment details, dates/terms of appointment.
- Submission confirmation of Applicant Flow Report
- Confirmation of WEB posting in Chronicle of Higher Education
- UWS AHR official posting Notification (the form that provides the AA number)
- Printout of position announcement on UW website
- Search committee report
- Original letter of acceptance
- Copy of Offer Letter
- Three (required), optimal five, original letters of recommendation
- Curriculum Vitae (CV)
- Signed UW Biography Form

<http://www.washington.edu/admin/acadper/forms/biography.pdf>

Sample Letters:

[Appointment Letter](#) from Director to Vice Chancellor

[Letter of Offer](#)

Routing:

Attach this checklist to the original documents in the order listed above, single sided, with no staples or paperclips, and send to:

Director of Academic HR and Administration
Office of Academic Affairs
Box 358522

The Office of Academic Affairs will obtain the required approval signatures and:

- 1) Send the original **Appointment Packet** to the Office of the Provost.
- 2) Return a signed copy of the UWB Memorandum to Appoint to the program.
- 3) Keep a copy of the appointment paperwork for the faculty personnel file.