COLLEGE OF THE ENVIRONMENT
Appointment Packet Cover Sheet
ADJUNCT APPOINTMENT

For JCC: 0151, 0152, 0153, 0155, 0156, 0157, 0158, 0159, 0160

Complete and send to:
College of the Environment (CoENV)
ATTN: Academic HR
Box 355355 or coenvahr@uw.edu

An **Adjunct** appointment is made only to a faculty member (including one in a research professorial rank) already holding a primary appointment at the UW. The appointment must be at the same rank as the appointee's home department title. This is an annual appointment, and must be considered for reappointment each year by the faculty of the unit.

APPOINTMENT TYPE

◯ NEW Appointment

SCHOOL/DEPARTMENT CONTACT

Name	
School/Dept	
Phone #	
Box #	
Email	

APPOINTEE INFORMATION

First/Last Name			
School/Dept			
Proposed Title			
Appt Start Date		Appt End Date	
%FTE		Appt Term	
Proposed Salary			

Notes about appointment:
Generally paid by primary appointment. If paid on adjunct appointment, must match primary appointment salary. If promoted in the primary unit (excludes 0160), the unit of the adjunct appointment must consider a corresponding promotion or appointed is ended.

ATTACHMENTS

For NEW APPOINTMENTS:

- ☐ This Cover Sheet / Checklist
- ☐ Dean letter, or concurrence on Chair/Director letter
- ☐ Chair/Director letter from the faculty member's **primary unit** approving the adjunct appointment
- ☐ Chair/Director's letter to Dean recommending appointment to include Faculty Vote
- ☐ Letters of recommendation (3 preferred, 1 mandatory)

For REAPPOINTMENTS:

Adjunct appointments are annual so are considered for reappointment each year by the faculty of the school/department. Academic HR only requires adjunct reappointments to be included in the annual "Reappointment Spreadsheet" so no further documentation needs to be submitted to CoEnv/AHR. Keep reappointment documentation in unit files.

OTHER/COMMENTS/NOTES

NEXT STEPS

- Dean's Office will notify and provide an official copy of Dean's concurrence to school/department for OPUS entry. AHR approval is not required prior to OPUS entry.
- Cover Sheet and all applicable documents will be forwarded to AHR, Box 351270 for records.