

ARTS AND SCIENCES

NON-TENURE TRACK FACULTY and NON-FACULTY APPOINTMENTS

I. GENERAL INFORMATION

1. Name of Appointee: _____ M F
2. Social Security Number: _____
3. U.S. Citizen: Yes _____ No _____
4. Department: _____
5. Title: _____
 Non TT/T Faculty Professional Research Staff Postdoctoral Fellow
6. New Reappointment Revision Promotion
7. Period of Appointment: _____ through _____

II. SALARY INFORMATION

8. Check here if no salary _____
9. Total Actual Salary: \$ _____ Dates: _____ through _____
10. Total Annual Salary for Appointment Period: \$ _____
Full-Time Equivalent Salary (FTE) \$ _____
(Professional Research Staff and Postdoctoral Fellow Only)
11. Level of Effort _____ %
(Professional Research Staff and Postdoctoral Fellow Only)

12.	Source of Support (ex: General Funds/Grant)	Budget Code	Amount	Dates
	_____	_____	\$ _____	
	_____	_____	\$ _____	
	_____	_____	\$ _____	
	_____	_____	\$ _____	

III. BENEFIT INFORMATION

13. Eligible for Pension Benefits **(Postdoctoral Fellows Only)** Yes No
14. Eligible for Benefits **(Other Faculty Appointments)** Yes No
(PCN 1XX other than T/TT)

Contact Person: _____ Date: _____
Phone No. _____

INSTRUCTIONS FOR NON-TENURE TRACK FACULTY AND NON-FACULTY APPOINTMENTS FORM

I. GENERAL INFORMATION

1. Self-Explanatory
2. Please provide the social security number of the appointee if he/she is a U.S. citizen. There has been a temporary number system set up for foreign citizens for the interim between arrival and the establishment of a permanent social security number.
3. Please provide us with citizenship information if the appointee is not a U.S. citizen or is a permanent resident.
4. Self-Explanatory
5. Please provide appointment title and check "Other Non TT/T Faculty" item if appointment is other than Professional Research Staff or Postdoctoral Fellow.
6. If the appointee is coming to the University for the first time or has not had an appointment for a year, please check "**New**". **Reappointment** means the appointee has an active appointment and is being renewed for the next year, next semester or other stated period of time. If changes taken place on a current appointment such as salary or dates, please check "**Revisions**".
Please check "Promotion" if appointee is being promoted from one rank to another such as Postdoctoral Fellow to Associate Research Scientist.
7. The Period of Appointment is understood to be the length of time that the appointee will be teaching a course, doing research in a department, visiting the University, or full semester if appropriate. For faculty appointments, these are normally given on a July through December (Fall semester) or January through June (Spring semester) basis.

II. SALARY INFORMATION

8. Indicate here if the appointee is receiving no salary from the University (or any source paying through the University.) If "no salary" is checked off, you do not need to complete any further items on this form.
9. For all appointments, other than Professional Research Staff and Postdoctoral Fellows, please indicate the total amount of funds that the appointee will receive during the period of the appointment. Example: A Senior Lecturer will be paid a total of \$20,000 for teaching "x" number of courses during the period 1/1/98 through 6/30/98.

10. Total Annual Salary for Appointment Period and Full-Time Equivalent Salary (FTE) is to be filled in for Professional Research Staff and Postdoctoral Fellow Only. The Total Annual Salary refers to a 12 month salary. If the appointment period is for 12 months at 100% effort then the salary and the FTE will be the same. If the Level of Effort (see #11) is less than 100%, then the Total Annual Salary for the appointment period is a percentage of the FTE, based on the % of effort.

11. Level of Effort, applies to Professional Research Staff and Postdoctoral Fellow appointments only.

12. Under Source of Support, indicate the type of budget, (i.e. NIH, General Fund etc), the budget code, the amount of the salary that will be paid from each budget listed, and the dates during which the salary will be paid. As an example, the appointment period may be from 1/1/98 through 6/30/98, but the salary may be paid during the period 1/31/98 through 6/30/98.

III. BENEFIT INFORMATION

13. The Eligible for Pension Benefits question will apply to Postdoctoral Fellows only if the appointee is being paid a salary through the University. If appointee is paid a salary then check yes, if the appointee is paid a stipend, then check no.

14. Eligible for Benefits refers to the limited benefits (health, life, etc.) that are available to other than Professional Research Staff and Postdoctoral Fellows. This question should be checked yes or no for appointments such as Visiting Professor, Visiting Associate, Lecturer, etc. or other appointments where the appointee will require limited benefits.

IV. ADDITIONAL INFORMATION

15. Please include Chair's cover letter requesting the appointment, including justification for the appointment, copy of current c.v. with mailing address circled.

16. Please note new Visiting and Adjunct (all ranks - Assistant, Associate and Professor) require Academic Council approval. For instructions, call the Academic Council Coordinator in the Arts and Sciences Deans Office (x8213).

January 7, 2002

MEMORANDUM

TO: Kitty Lauer
Wendy Spivak
Sally Marcin
Joan Spoltore

FROM: Kate Lessman

RE: Second Draft of "Appointment Form Instructions"

Attached please find the second draft of the instructions for our new appointment form for your review. A copy of the edited version is attached for your convenience. Please review for any further revisions or corrections.