



University of Waterloo - Full-Time Faculty Appointment Approval Form

(including reduced and fractional load regular appointments)

EMPLOYEE INFORMATION: (to be completed by Employee; used for internal and external reporting and payroll purposes)

Mr Ms Dr Other:	First Name(s):	Initial(s):	Last Name:
Employee ID:	Date of Birth: (MM/DD/YYYY)	Permanent Address: (for T4 purposes – Department address not accepted):	
Social Insurance Number (SIN):	SIN Expiry Date (if begins with '9'): (MM/DD/YYYY)	Street:	City:
Gender: Male Female	Student ID:	Province: _____	Country: _____
		Postal Code: _____	External E-mail: _____

Country of Previous Employment:

(Province if Canada)

Country of Citizenship:

Country of Birth:

Previous Employment: (as per Statistics Canada Categories)

- University or College Teaching Position
- University or College Non-Teaching Position
- Other Educational Institution Teaching Position
- Other Educational Institution Non-Teaching Position
- Student (including post-doctoral fellows)
- Hospital
- Military
- Government Department or Agency
- Business or Industry
- Self-Employed
- Other

Visa Status:

- Permanent Resident (landed immigrant) before offer
- Permanent Resident (landed immigrant) after offer
- Employment Visa
- Other
- N/A (Canadian)

First Degree _____ Year _____
Country of First Degree _____
(province if Canada)
Highest Degree _____ Year _____
Country of Highest Degree _____
(province if Canada)
Institution of Highest Degree _____

Level of Highest Degree:

Doctorate Professional Degree Master's Degree Graduate Diploma
Bachelor Degree Professional Designation Undergraduate Diploma No Degree

Areas of Expertise:

Academic Credentials Verified

APPOINTMENT INFORMATION:

Start Date: (mmdyyy)

Chair/Director Name:

Last Day Worked: (mmdyyy)

Department:

Location: (building)

Replacement for:

Rank:

- Professor
- Associate Professor
- Assistant Professor
- Lecturer
- Clinical Lecturer
- Professor, Teaching Stream
- Associate Professor, Teaching Stream
- Assistant Professor, Teaching Stream
- Clinical Professor, Teaching Stream
- Clinical Associate Professor, Teaching Stream
- Clinical Assistant Professor, Teaching Stream

Appointment Type:

- Definite Term
- Probationary Term
- With Tenure
- With Permanence
- Continuing

Other (please specify – only with special appt):

Position advertised in (Publication & Date):

Appointment Category:

- Regular
- Research
- Visiting
- Special

Employed Previously by UW:

Yes No

Principal Subjects Taught: (up to 3)

UARCed: Yes No

UARCed Date:

(MM/DD/YYYY)

Accounts to be charged: Please enter the annual salary first, then enter the dollar amount to be charged from each work order, this will populate the percentage field. When the annual salary is split between more than one work order, you must input an amount in the "DOLLAR AMOUNT" field of the second work order line to adjust the amount to be split. Please note we require the percentage field to be completed for processing.

Annual Salary Amount:
(excluding vacation pay)

Immigration Allowance:

-						
WORK ORDER	ACTIVITY	DOLLAR AMOUNT	PERCENTAGE %	PRINT NAME	SIGNATURE	
-						
WORK ORDER	ACTIVITY	DOLLAR AMOUNT	PERCENTAGE %	PRINT NAME	SIGNATURE	
-						
WORK ORDER	ACTIVITY	DOLLAR AMOUNT	PERCENTAGE %	PRINT NAME	SIGNATURE	
Load	100%	Other	FTE	Teaching	%	Research
		(please specify)				%
						Service
						%

If a work order beginning with 5 is being charged, a Research Financial Compliance & Eligibility Stamp is required.

Vacation pay: Employees enrolled in a University of Waterloo benefit plan will receive paid vacation days as defined by policy, otherwise, employees will receive vacation pay in each pay period as per ESA requirements.

Appointment Recommended By:

Department Chair/School Director	Date
Faculty Dean	Date
Vice-President, Academic & Provost	Date

Return Date of Acceptance:

Other Remarks:

Note: This form should be accompanied by an appointment letter, standard resume and, in the case of full-time professorial appointment, letters of recommendation.

When all signatures have been obtained, this form should be returned to the Dean of the appropriate Faculty, University of Waterloo, Waterloo, ON N2L 3G1 for distribution. It will then serve as a contract between the appointee and the University of Waterloo.

Distribution List:

- Faculty Dean
- Human Resources
- Vice President, Academic & Provost
- Budgets (if funded by operating)
- Research Office (if funded by research)
- Department Chair