



University of Waterloo - Part-Time Faculty Appointment Approval Form

EMPLOYEE INFORMATION: (to be used for internal and external reporting or 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: |

Currently tenured at another institution: Yes No Formerly tenured or continuing faculty: Yes No

Country of Highest Degree (province if Canada) _____

Year of Highest Degree Obtained _____

Institution of Highest Degree _____

Academic Credentials Verified

Level of Highest Degree

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

CONTRACT INFORMATION:

Start Date: (mmdyyyy)

Chair/Director Name:

Last day worked:(mmdyyyy)

Department:

Location: (building)

Employed Previously by UW: Yes No

Hours: FTE:

| | | | |
|--------------------------------------------------|--------------------------------|--------------------------------------------------|------------------------------------------------------|
| Title: | Appointment Category: | Nature of Duties: (select all applicable) | Number of Courses Taught Under This Contract: |
| Professor | Adjunct | Undergraduate Teaching | Principal Subjects Taught: (up to 3) |
| Associate Professor | Research | Graduate Teaching | |
| Assistant Professor | Visiting | Graduate Supervision | |
| Lecturer | Special | Research | |
| Other (please specify – only with special appt): | (see Policy 76 for guidelines) | Other | |

Appointment for Salary Purposes Only: Yes No

Overload Appointment: Yes No

Other positions held at University of Waterloo

This section cannot be used to appoint an individual. It is only for information purposes to verify an individual holds an existing position.

Student: UW Staff to Faculty - Department
 Student Number: Post-Doctoral Fellow - Department
 Academic Plan and Level: Research Associate - Department
 Hours per week:

(Students only: includes teaching, preparation, marking, etc., up to a limit of 10 hours per week)

Accounts to be charged:

- Please enter the monthly salary first, then enter the dollar amount to be charged from each work order, this will populate the percentage field. When the monthly 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.
- 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.

Monthly Salary:
(excluding vacation pay)

| 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 |
| - | | | | | |
| WORK ORDER | ACTIVITY | DOLLAR AMOUNT | PERCENTAGE% | PRINT NAME | SIGNATURE |

Scheduled weekly hours:

Description of Duties:

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.

Appointment Recommended By:

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| _____ | _____ |
| Department Chair/School Director | Date |
| _____ | _____ |
| Faculty Associate Dean, Graduate Studies (Grad Students Only) | Date |
| _____ | _____ |
| Home Department Head/Director/Chair <i>(If UW Faculty Overload, Staff to Faculty, Post Doctoral Fellows, or Research Associates)</i> | Date |
| _____ | _____ |
| Faculty Dean | Date |
| _____ | _____ |
| Vice-President, Academic & Provost <i>(For any pay commitments of \$50,000 or greater, regardless of the appointment duration, otherwise N/A)</i> | Date |

Accepted By Appointee*:

| | | |
|------------|-----------|-------|
| _____ | _____ | _____ |
| Print Name | Signature | Date |

***I understand that to receive payment for all wages earned during each pay period, other than accruing vacation pay, I must immediately upon hire provide in Workday my personal information (address, etc.), banking information (direct deposit information), social insurance number and benefit enrollment data, if applicable, to enable payment. For more information, please see the [New Hire Information Sheet](#).**

Return Date of Acceptance:

Remarks:

Health and Safety: Failure to comply with health and safety policies/requirements implemented by the University of Waterloo, including any future requirements that the University may implement related to mandatory employee vaccination, shall result in discipline up to and including termination of employment.

Distribution List:

| | |
|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Faculty Dean | Department Chair |
| Human Resources | Appointee |
| Budgets (if funded by operating) | Home Department Head/Director (if UW Faculty Overload or Staff to Faculty) |
| Office of Research: or-eligibility@uwaterloo.ca (if researcher holds active or applied for research funding) | Dean of Graduate Studies (if student or if nature of duties include graduate student supervision) |
| | Faculty Associate Dean, Graduate Studies (if student) |