



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
Bachelor Degree

Professional Degree
Professional Designation

Master's Degree
Undergraduate Diploma

Graduate Diploma
No Degree

CONTRACT INFORMATION:

Start Date: (mmdyyy)

Chair/Director Name:

Last day worked: (mmdyyy)

Department:

Location: (building)

Employed Previously by UW: Yes No

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.

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	

Scheduled weekly hours:

Description of Duties:

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 Associate Dean, Graduate Studies <i>(Grad Students Only)</i>	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 Annual salaries \$40,000 and over, otherwise N/A)</i>	Date

Accepted By Appointee:

_____	_____	_____
Print Name	Signature	Date

Return Date of Acceptance:

Other Remarks:

Note: This form does not imply or guarantee consideration for a further appointment at the completion of the term. In case of a new appointment, this form should be accompanied by a standard resume.

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:

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| Faculty Dean | Appointee |
| Human Resources | Home Department Head/Director <i>(if UW Faculty Overload or Staff to Faculty)</i> |
| Budgets <i>(if funded by operating)</i> | Dean of Graduate Studies <i>(if student or if nature of duties include graduate student supervision)</i> |
| Research Office <i>(if funded by research)</i> | Faculty Associate Dean, Graduate Studies <i>(if student)</i> |
| Department Chair | |