



# 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 or payroll purposes)

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

**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

**CONTRACT INFORMATION:**

**Start Date:** (mmddyyyy)

**Chair/Director Name:**

**Last day worked:** (mmddyyyy)

**Department:**

**Location:** (building)

**Replacement for:**

**Title:**

**Appointment Type:**

**Appointment Category:**

**Position number:**

Professor	Definite Term	Regular
Associate Professor	Probationary Term	Research
Assistant Professor	Tenure	Visiting
Lecturer	Continuing	Special
Other (please specify – only with special app):		

**Employed Previously by UW:**

**Yes      No**

**Principal Subjects Taught:** (up to 3)

This position was advertised in (publication and date):

**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.

**Travel Allowance:**

**Annual Salary Amount:**  
(excluding vacation pay)

**Moving Allowance:**  
(as per university policy)

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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		
<b>Load</b>	<b>100%</b>	<b>Other</b>	<b>FTE</b>	<b>Teaching</b>	<b>%</b>	<b>Research</b>	<b>%</b>	<b>Service</b>
		(please specify)						<b>%</b>

*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:** \_\_\_\_\_ Date \_\_\_\_\_  
 Department Chair/School Director

\_\_\_\_\_ Date \_\_\_\_\_  
 Faculty Dean

\_\_\_\_\_ Date \_\_\_\_\_  
 Vice-President, Academic & Provost

**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