



# University of Waterloo - Sessional Appointment Approval Form (CUPE 5524.0)

**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:
		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:** (mmdyyyy)

**Chair/Director Name:**

**Last day worked:**(mmdyyyy)

**Department:**

**Location:** (building)

**Employed Previously by UW:** Yes No

**Scheduled Weekly Hours:** FTE:

**Course and section(s) to be taught under this appointment. (one course per appointment)**

**Nature of Duties:**

Undergraduate Teaching  
Graduate Teaching

**Other positions held at University of Waterloo**

Select any existing positions held by appointee. 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**

**Academic Plan & Level**

**Post-Doctoral Scholar**

**Hours per week:**

**Research Associate**

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

**Accounts to be charged:**

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

**Salary per term:**  
(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

**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 Staff, Post Doctoral Scholar, or Research Associate)</i>	Date
_____	_____
Faculty Dean	Date

\*This appointment is provided in accordance with CUPE Local 5524-0 Collective Agreement and University policies and procedures found on the Secretariat's webpage at: <https://uwaterloo.ca/secretariat/policies-classification>. I understand and agree that union dues will be deducted from salary. 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 enrollment data, if applicable, to enable payment. For more information, please see the New Hire Information Sheet.

**Accepted By Appointee\*:**

_____	_____	_____
Print Name	Signature	Date

**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.

<b>Distribution List:</b>	Department Chair
Faculty Dean	Appointee
Human Resources	Home Department Head/Director
Budgets (if funded by operating)	Faculty Associate Dean, Graduate Studies (if student)