

Case Western Reserve University
College of Arts and Sciences

APPOINTMENT FORM

[Revised July 2015]

Date _____

NOTE: Attach current CV

Department _____

Dept No _____

Appointee's Name _____

Current Address _____

CWRU Rank _____ Salary _____

(Indicate payment period: 12 mos, AY, Semester)

Period of Appointment _____

Date of Birth _____

Is the appointee a US Citizen or permanent resident? Yes _____ No _____

If no, contact the Office of Immigration and HR Services. Attach to this form the appropriate Exchange Visitor form or written verification from OIHRs that no form is required.

Will the appointee be using or potentially be exposed to human blood and/or tissue? Yes _____ No _____

Has the appointee held any previous position in the College of Arts and Sciences? Yes _____ No _____

If yes, provide date(s) and rank(s): _____

Source of funding: _____

If the appointment is at the rank of Research Associate or Senior Research Associate, please indicate supervisor.

Have the appropriate Affirmative Action materials been submitted? Yes _____ No _____

Date Submitted _____

N/A for this appointment _____

Certification of Terminal Degree:

_____ Official Transcript

_____ Letter from Dean of Graduate Studies

PhD / MFA not yet in hand; expected date _____

Appointee's Name _____

JUSTIFICATION FOR THE APPOINTMENT (This section MUST be completed. Use separate sheet if necessary.)

TEACHING ASSIGNMENT – For each course to be taught, list the following:

Course Name _____

Course No _____ Credit Hrs _____ Expected Enrollment _____ Semester _____

Course Name _____

Course No _____ Credit Hrs _____ Expected Enrollment _____ Semester _____

Course Name _____

Course No _____ Credit Hrs _____ Expected Enrollment _____ Semester _____

Course Name _____

Course No _____ Credit Hrs _____ Expected Enrollment _____ Semester _____

Course Name _____

Course No _____ Credit Hrs _____ Expected Enrollment _____ Semester _____

Course Name _____

Course No _____ Credit Hrs _____ Expected Enrollment _____ Semester _____

For Part-time Lecturers and all compensated Adjunct Appointments: List all additional duties per week (not including teaching or teaching preparation) and the required hours for each.

Office Hours: _____ hours

Advising: _____ hours

Weekly Meetings (including Orientation): _____ hours

Other Required Duties (please specify):

Duty: _____ hours

Duty: _____ hours

Duty: _____ hours

SIGNATURES:

Department Chair

Date

A&S Office of Finance and Administration

Date

Dean

Date

Provost's Office

Date