

## INSTRUCTIONS FOR RECOMMENDATION FOR APPOINTMENT FORM H(1)

This form is to be used only for faculty and instructional academic staff (lecturer) appointments. All information on this form is needed to prepare the letter of appointment and to put the person on the payroll. It is therefore necessary that all information requested be provided. Summer Session, Maymester, or J-Term appointment recommendations should be made on Form. 01-1200-08.

The following instructions are numbered to correspond with the number on the Recommendation for Appointment form. If you have additional questions, please feel free to contact the Office of Human Resources.

1. The address to where the appointment letter is to be sent.
2. If individual has been on the UW-S payroll at any time since 1986, it will not be necessary to request the appointee to complete the immigration form (I-9). If an individual received an honorarium they should not be considered to have been payrolled and will need to complete on I-9.
3. The length of appointment will allow for the proper payrolling of the individual. The type of appointment can impact on benefits available, therefore, payroll should be contacted if there are any questions. Starting and ending dates should coincide with the contractual dates for the terms for which the appointment is made.
4. If this appointment is only for the specified time and it is expected that the appointment will not be renewed, it is necessary to include that statement in the appointment letter.
5. If "other", please confer with the Office of Human Resources on proper title.
6. If yes, the appointment letter will describe the probationary process.
7. If the person is granted credit toward tenure, the appointment letter must state the number of years, which will impact the tenure decision date.
8. If the person is granted credit toward promotion, the appointment letter must state the number of years, which will impact the promotion decision date.
9. Required for payroll records; please check transcripts for accuracy.
10. To calculate the FTE, divide the number of credits to be taught during the appointment period by the credits needed to be considered full-time during that appointment period. For ad hoc teaching appointments with no additional university responsibilities, the recommended full-time load is 15 credits per semester. For example, a person is hired to teach one 3 credit course for a semester and a full-time load is 15 credits, the percent would be  $3/15$  or .200 or 20.0% (round the decimal to three decimal places).
11. This should be the total salary for the period specified in (3).
12. This would be the same as (11) unless the period of appointment is less than a full academic or annual appointment. For example, if a person is hired full-time for one semester for \$12,000, line 11 would be \$12,000 and line 12 would be \$24,000 academic year.
13. If a joint appointment, indicate all supervisors.
14. The courses to be taught are usually indicated for short-term lecturer appointments.
15. Probationary faculty appointments will automatically list the following additional responsibilities:

Provide academic advisement to students.

Conduct an ongoing program of research/scholarship.

Undertake a program of service which includes participation in University governance.

If additional responsibilities are assigned, please specify.

16. Please provide the proper account title and 10-digit cost center to which this appointment will be charged. If several accounts are to be charged, specify the accounts and the percent that is to come from each.
17. A position description should be attached to this request (for faculty appointment.)
18. A full set of credentials, including resume and official transcripts, must be on file at the time of hire. Please request the appointee to forward official transcripts directly from the awarding institution showing the attainment of the highest degree to the Office of Human Resources when the appointment is offered.

Your cooperation in preparing this form correctly and completely will speed up the process of preparing appointment letters and properly payroll the individual. If you have any questions about the information needed or how to complete the form, please call the Office of Human Resources.