

Cover Sheet for Teaching Appointment/Reappointment

(This form will be retained at the Dean's Office)

Department:		Candidate's Name:		
Appointment Title:	Appt. %	Salary at 100% \$	<input type="checkbox"/> Annually <input type="checkbox"/> Monthly	
UCR Fund Source:				
If Adjunct Professor without salary appointment proposed, explain the responsibilities associated with the undergraduate or graduate program if a minimum of one course per year is not assigned:				
If this is a visiting professor appointment at <100%, describe other non-UC sources of support/income:				
If supplementing a Without Salary appointment, explain the reason for the supplement:				
If you anticipate any changes in the % of appointment over the term of the appointment proposed, explain here:				
<i>Please Check the Reason for the Temporary Teaching Position</i>				
Standard Curriculum: <input type="checkbox"/>	Sabbatical Leave: <input type="checkbox"/>	Personal Leave: <input type="checkbox"/>	Administrative Duties: <input type="checkbox"/>	Course Buyout: <input type="checkbox"/>
Explain here if necessary:				
Department Chair Comments (Optional):				
Department Chair:		Department Chair Signature :		
BCOE Dean's Office Staff Comments:				
Record of Vote:		Outcome of Dept. Meeting in which Faculty were Consulted:		
BCOE Dean's Office Staff Name (print)	BCOE Dean's Office Staff Signature	Janna Le Blanc (initials)	Pat Hartney (initials)	