

**NEW FACULTY APPOINTMENT CHECKLIST
PART-TIME LECTURER - TEMPORARY**

Employee Name:	<input type="text"/>
Employee Title:	<input type="text"/>
Program/School Contact Name:	<input type="text"/>
Contact Name Email:	<input type="text"/>

- Faculty appointment Agreement (signature of faculty member and outcome of the votes)
- At least one letter of recommendation (three preferred); if only including one, it must be official
- Curriculum Vitae
- Transcript with highest degree earned (unofficial ok)
- Personal Data Form (PDF) – needed for Workday entry (do not include in scanned packet)

Background checks are required for: School of Education, Nursing and Healthcare Leadership, and Social Work and Criminal Justice **prior to submitting a new hire packet**. Submit [Criminal Conviction Self-Disclosure Form](#) to Heather Porter at hlp3@uw.edu.

Instructions:

1. Scan new appointment packet (without the personal data form) including the checklist and email it to Academic Affairs.
2. Enter into Workday:
 - a. If employee is new to Workday: upload new appointment packet in Workday via the business process upon hire.
 - b. If employee is not new to Workday: upload new appointment packet via Maintain Worker Documents.