

# UW GEOGRAPHY DEPARTMENT

## QUARTERLY APPOINTMENTS 2016-2017

### REQUEST TO HIRE

Annual Proposal Due: 5/15/16

Quarterly Appointments Due as Shown

SALARIED MONTHLY APPOINTMENTS					
DEPARTMENT BUDGET 06-0438		DEPARTMENT RCR 75-0438		OTHER/FACULTY RCR (please specify):	
Grant/Fellowship Budget Name:		Budget #:		Responsible PI:	
<u>Appointment Type</u>	<u>SUMMER 2016 (A,B)</u> (due 5/15/16)	<u>FALL 2016</u> (due 8/15/16)	<u>WINTER 2017</u> (due 11/15/16)	<u>SPRING 2017</u> (due 2/15/17)	<u>PURPOSE OF APPOINTMENT</u>
(check below) STUDENT/LECTURER NAME	POSITION CODE	POSITION CODE	POSITION CODE	POSITION CODE	
NEW					
REVISION					

NON-SALARIED WORK (Please submit two weeks before first work day)					
DEPARTMENT BUDGET 06-0438		DEPARTMENT RCR 75-0438		OTHER/FACULTY RCR (please specify):	
Grant/Fellowship Budget Name:		Budget #:		Responsible PI:	
<u>Appointment Type</u>	<u>SUMMER 2016 (A,B,Qtr)</u>	<u>FALL 2016</u>	<u>WINTER 2017</u>	<u>SPRING 2017</u>	
(check below) STUDENT NAME	POSITION CODE	POSITION CODE	POSITION CODE	POSITION CODE	
HOURLY					<u>Start Date:</u>
FIXED FEE					<u>End Date:</u>
For Hourly only, maximum hours authorized to work:					<u>Hourly Pay Rate:</u>

Requested By:

Date:

Approved By (Chair):

Date:

Approved By (Administrator):

Date:

Comments:

For Fixed Fee payment, include job description & pay schedule

Attach emails to document other department approvals & budgets

POSITION CODES			POSITION CODES	
<u>CODE</u>	<u>DESCRIPTION</u>		<u>CODE</u>	<u>DESCRIPTION</u>
TA	Pre-Master graduate student	(teaching asst - all qtrs - must enroll)	READER/GRADER	Graduate students - only hourly appt permitted F/W/Spr
PDTA I	Post-Master graduate student	(teaching asst - all qtrs - must enroll)	STUDENT ASST	Graduate students - hourly all qtrs (other than Summer GRSA)
PDTA II	PhC completed	(teaching asst - all qtrs - must enroll)	STUDENT ASST	Undergrads - hourly - all qtrs
RA	Pre-Master graduate student	(research asst - all qtrs - must enroll)	FIXED FEE	Undergrads & grads - all qtrs - must be a student
PDRA I	Post-Master graduate student	(research asst - all qtrs - must enroll)	LECTURER	Non-students only
PDRA II	PhC completed	(research asst - all qtrs - must enroll)	TEMP EMPLOYEE	Non-students only
Predoc Instructor	PhC completed	(lead instructor - all qtrs - must enroll)		