UW GEOGRAPHY DEPARTMENT

QUARTERLY APPOINTMENTS 2017-2018

REQUEST TO HIRE

SALARIED MONTHLY APPOINTMENTS					
DEPARTMENT BUDGET 06-0438		**DEPARTMENT RCR 75-0438**		**OTHER/FACULTY RCR (please specify):**	
Grant/Fellowship Budget Name:		**Budget #:**		**Responsible PI:**	
Appointment Type (check below) **STUDENT/LECTURER NAME**	**SUMMER 2017 (A,B)** *(due 4/17/17)* **POSITION CODE**	**FALL 2017** *(due 8/1/17)* **POSITION CODE**	**WINTER 2018** *(due 11/1/17)* **POSITION CODE**	**SPRING 2018** *(due 2/1/18)* **POSITION CODE**	**PURPOSE OF APPOINTMENT**
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:**	
Appointment Type (check below) **STUDENT NAME**	**SUMMER 2017 (A,B,Qtr)** **POSITION CODE**	**FALL 2017** **POSITION CODE**	**WINTER 2018** **POSITION CODE**	**SPRING 2018** **POSITION CODE**	
HOURLY					**Start Date:**
FIXED FEE					**End Date:**
For Hourly only, maximum hours authorized to work:					**Hourly Pay Rate:**

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		
CODE	DESCRIPTION	
TA	Pre-Master graduate student	(teaching asst - all qtrs - must enroll)
PDTA I	Post-Master graduate student	(teaching asst - all qtrs - must enroll)
PDTA II	PhC completed	(teaching asst - all qtrs - must enroll)
RA	Pre-Master graduate student	(research asst - all qtrs - must enroll)
PDRA I	Post-Master graduate student	(research asst - all qtrs - must enroll)
PDRA II	PhC completed	(research asst - all qtrs - must enroll)
Predoc Instructor	PhC completed	(lead instructor - all qtrs - must enroll)

POSITION CODES	
CODE	DESCRIPTION
READER/GRADER	Graduate students - only hourly appt permitted F/W/Spr
STUDENT ASST	Graduate students - hourly all qtrs (other than Summer GRSA)
STUDENT ASST	Undergrads - hourly - all qtrs
FIXED FEE	Undergrads & grads - all qtrs - must be a student
LECTURER	Non-students only
TEMP EMPLOYEE	Non-students only