



Appointment Summary

Instructions: Type in all information and submit this form, along with the following documents, in the order indicated to your dean and/or director. Deans and/or directors should forward documents and direct questions to the Provost Office of Faculty Affairs and Development (facultyaffairs@wayne.edu).

Documents required for appointments / reappointments

1. Appointment Summary
2. Letter of Offer
3. Employment Agreement (for external hire)
4. Mentoring Plan (for tenure-track appointments)
5. Financial Responsibility Form (*when applicable*)
6. Approved PAR (*when applicable*)
7. Internal Posting
8. Written / Oral References
9. Chair / Dean Recommendation
10. Résumé
11. OEO Hiring Plan Form (*when applicable*)
12. Moving Expense Approval (*when applicable*)
13. Other supporting documents
 - a. Department Promotion & Tenure Committee Recommendation (for appointments with tenure; *when applicable*)
 - b. Any applicable waivers

Documents required for renewals / change of assignments

1. Appointment Summary
2. Letter of Offer
3. Résumé
4. SET Scores (for tenure-track renewals only)
5. Chair / Dean Recommendation

Documents required for interim appointments

1. Appointment Summary
2. Letter of Offer
3. Employment Agreement
4. Résumé

Appointment Summary

Appointment Information

Date Prepared:

Action:

Candidate's Name (Last, First, M.I.):

Banner ID:

Rank/Payroll Classification:

Appointment Start Date:

Appointment End Date:

WSU Employment History:

If prior or current employee at WSU, please provide details:

U.S. Citizen or Permanent Resident: Yes No

If no, immigration status:

Legal Sex:

Gender Designation:

Ethnicity:

Race:

College / Department Information

Primary School / College / Division:

Primary Department / Program:

Secondary School / College / Division:

Secondary Department / Program:

Tertiary School / College / Division:

Tertiary School / College / Division:

Appointment Summary

Tenure Information

Tenure Code:

[Tenure Codes and Explanation of Codes](#)

Tenure Status:

If fractional tenure, please enter percentage (%) of tenure:

Salary Information

Full-time Salary including attachment(s):

Month:	9 Month	12 Month
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Administrative Attachment #1:

Month:	9 Month	12 Month
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Administrative Attachment #2:

Month:	9 Month	12 Month
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Administrative Attachment #3:

Month:	9 Month	12 Month
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Fractional Time (%):

Related Salary (\$):

Reimbursement for Moving Expenses

Percentage (%):

to maximum of \$:

Account / Position Information

Subsidy-Condition Assignment:	Yes	No
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Position Number:

Account Information #1

Index:

Labor Distribution:

Account Information #2

Index:

Labor Distribution:

Appointment Summary

Account Information #3

Index:

Labor Distribution:

Account Information #4

Index:

Labor Distribution:

Account Information #5

Index:

Labor Distribution:

Signature of Preparer

General Fund (GF) Position Budget and Salary Reconciliation*

**To be completed by School, College, Division (SCD) Business Affairs Officer or BAO Delegate*

Current GF Position Budget per Banner NBAPBUD:

+ or - SCD increase or decrease in position budget*:

**Attach supporting Position Action Request (PAR) form*

+ or - Pre-approved centrally funded top-up, if applicable:

= Total Adjusted GF Position Budget:

- Total General Funded Salary:

Position budget should be greater or equal to salary.

Provide explanation for any budget shortfalls:

Is non-general funded salary fully supported?	Yes	No	N/A, position is 100% general funded.
<u>Signature of Business Affairs Officer</u>			

Signature of Provost Finance/Budget Personnel

**Page to be completed by Office of the Provost for
non-subdelegated actions**

– OR –

**Page to be completed by the School / College / Division for
subdelegated actions (*not requiring Provost approval*)**

Academic Personnel Appointment

PEAFACT status:

Clock begin date:

Renewal

Years on tenure / ESS track:

As of:

Dates clock off:

FY authorization*:

**tenure-track hires only*

Academic Personnel Signature