

**ELECTRICAL AND COMPUTER ENGINEERING DEPARTMENT USAGE ONLY**



**APPOINTMENT FORM**

Faculty,

Please complete the necessary information below then return this form to your Grant Coordinator by the specified deadline. Fall and Spring appointments are normally processed together. Summer appointments (1, 2, or 3 months) are processed separately.

**SALARY RATES:**

For GA, TA, and RA

New hire/course req. not completed:	50%	\$2,192.22/month	(\$19,730.02)	\$25.29/HR
Completed course requirements:	50%	\$2,254.13/month	(\$20,287.13)	\$26.01/HR

**COE Policy: Ph.D. Minimum Appointment is 50%; Hourly Appointments Allowed Only for Appointments More Than 50% or After Covering the First 50% with RA or TA**

**Tuition Waiver Eligibility: Domestic 25% to 67% International 25% to 50%**

Select Appointment Type:  New Appointment  Re-appointment  Revision

Employee UIN: \_\_\_\_\_ Employee E-mail: \_\_\_\_\_

Employee Last Name: \_\_\_\_\_ Employee First Name: \_\_\_\_\_

Degree Path: (Select One)  MS  PhD

Has the student passed the ECE PhD qualifying exam? Passed Qualifying Exam  Failed Qualifying Exam

Has the student passed the ECE PhD preliminary exam? Passed Preliminary Exam  Failed Preliminary Exam

Percentage of Time (0 for Grad Hourly): \_\_\_\_\_ Position Title (Select One):  RA  Grad Hourly

Account to be charged: \_\_\_\_\_ Account expires: \_\_\_\_\_

Appointment From/To or Select All That Apply per term: \_\_\_\_\_

Fall (08/16-12/31)  Spring (01/01-05/15)  Summer (5/16-08/15)

Faculty Name: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

**FOR ECE OFFICE USE ONLY**

Monthly Salary: \_\_\_\_\_ Annual Salary (based on 9 months): \_\_\_\_\_

Amount for this Period (rate x # of months)\*: \_\_\_\_\_

\*Partial months are calculated using a daily rate based on the number of working days in the pay period.