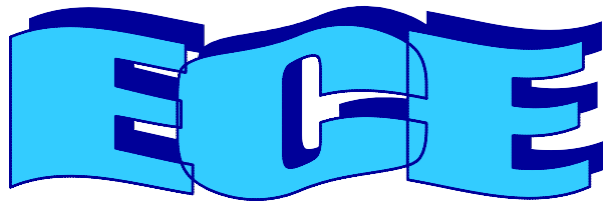# ELECTRICAL AND COMPUTER ENGINEERING DEPARTMENT USAGE ONLY

ECE Faculty,
Please complete the necessary information below per employee, then e-mail the form
by the specified deadline and to the specified email address in the e-mail sent by the Head.

SALARY RATES:

For GA, TA, and RA: see https://hr.uic.edu/hr-staff-managers/compensation/minima-for-graduate-appointments/

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

Select Appointment Type: ☐New Appointment   ☐Re-appointment   ☐Revision FTE/Account

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 ☐

Percentage of Time (0 for Grad Hourly): _____   Position Title (Select One):   ☐RA   ☐Grad Hourly

Account to be charged: _____   Account expires: _____

Appointment From/To: ☐ Fall 2023 & Spring 2024   Fall 2023   Spring 2024

Faculty Name (print): _____   Date Completed: _____
                                            Notes:

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.

Rev. 07/12/2022   Date Received: _____