



ROTC ACADEMIC APPOINTMENT CHECKLIST

Upon submission of the appointment packet, include this form as the lead document

ROTC Branch

Start Date

Appointee Name

End Date

APPOINTMENT INFORMATION

Is this a new position or a replacement of a departing officer?

New Position

Replacement

Departing Officer Name

Departing Officer Separation Date

Does this appointee need a contingent worker appointment prior to the start of their regular academic appointment?

No

Yes

If yes, submit the Contingent Worker Request Form at the following link:

<https://admin-support.artsci.washington.edu/hrpayroll/form/hr-payroll>

REQUIRED DOCUMENTS

- Officer Education Committee Recommendation Memo (must include the following)
 - Estimated Start and End Date on this form
 - Military Rank
 - Academic Title
 - Name of Department
 - FTE (100% FTE assumed unless otherwise stated)
- UW Biography
- Military Performance Report
- 3 Letters of Recommendation
- College Transcripts
- UW Sexual Misconduct Form completed by applicant