

Appointment Summary Form

Incoming Lecturer Sample

ACADEMIC APPOINTMENT SUMMARY FORM FOR TEMPORARY EMPLOYEES

Name: Erica Emerson Department: Cognitive Science
 Highest Degree/Institution/Year: _____ College of FTE: _____
PhD/UCSD/Spring 2014 Begin Date: 6/30/14 End Date: 8/2/14
 OADEO selection/waiver #: _____

Present Status (Date: SP14)

Institution: UCSD
 Title: Associate-in
 Title Code: 1506
 Salary: \$ 43,856.00 % of Time: 50
 Basis: Academic Fiscal

Proposed Status

Title: Lecturer NSF (Incoming)
 Title Code: 1550
 Salary: \$45,975.00 % of Time: 50
 (Unit 18 scale) Qtr: S114
 Basis: Academic Fiscal
 Funding Source: _____ Current Year Cost: _____

Dept/Div Chair Signature:  Date: 02/10/2014

On Leave from Home Institution _____ Merit/Salary Incr _____ Retired Faculty _____
 Registered UC Grad. Student 3-year Appt. _____ Concurrent Appt. _____

Previous UC Experience

Dates	Title	Annual Salary & Salary Scale (Indicate Merits with *)	% Time	Dept/UC Campus
	SP14-Associate-in	\$43,856 annual/\$3,278	50	Cognitive Science UCSD

Total Unit 18 Qtrs in dept _____ as of _____ (Indicate end date of last Unit 18 Appt)

Proposed Classes

Quarter	Course No.	Course Name	Hours/Week for (P.E.)	Enrollments	
				Projected	Actual (past 2 yrs)
S114	COGS10	Cognitive Consequence		50	S113

Other Duties: _____ Name of Designated Supervisor(s): _____

REVIEW ACTION	Approve	Disapprove	Modify	Date
Reviewing Provost				
Dean, OGS				
CAP				
Dean-SIO/SOM/SSPPS/ Dean of Division				
EVCAA/AVC-UE				

Rev. 4/13

Appointment Summary Form

Visiting Professor Sample

ACADEMIC APPOINTMENT SUMMARY FORM FOR TEMPORARY EMPLOYEES

1

Name: Mary Peterson Department: Economics
 Highest Degree/Institution/Year: _____ College of FTE: _____
PhD/Stanford University/1990 Begin Date: 08/04/2014 End Date: 09/06/2014
 OADEO selection/waiver #: _____

2

Present Status (Date: 02/21/14) **Proposed Status**
 Institution: ASU Title: Visiting Assistant Professor-New
 Title: Assistant Professor Title Code: 1302
 Title Code: _____ Salary: \$59,300.00 % of Time: 50
 Salary: \$ 60,000.00 % of Time: 100 (Professor Series scale) Qtr: S214
 Basis: Academic Fiscal Basis: Academic Fiscal
 Funding Source: _____ Current Year Cost: _____

3

Dept/Div Chair Signature:  Date: 02/21/2014
 On Leave from Home Institution _____ Merit/Salary Incr _____ Retired Faculty _____
 Registered UC Grad. Student _____ 3-year Appt. _____ Concurrent Appt. _____

4

Previous UC Experience

Dates	Title	Annual Salary & Salary Scale (Indicate Merits with *)	% Time	Dept/UC Campus

Total Unit 18 Qtrs in dept _____ as of _____ (indicate end date of last Unit 18 Appt)

5

Proposed Classes

Quarter	Course No.	Course Name	Hours/Week for (P.E.)	Enrollments	
				Projected	Actual (past 2 yrs)
S214	ECON102	Globalization		85	

Other Duties: _____ Name of Designated Supervisor(s): _____

REVIEW ACTION	Approve	Disapprove	Modify	Date
Reviewing Provost				
Dean, OGS				
CAP				
Dean-SIO/SQM/SSPPS/ Dean of Division				
EVCAA/AVC-UE				

Sample Memo

UNIVERSITY OF CALIFORNIA, SAN DIEGO

UCSD

BERKELEY * DAVIS * IRVINE * LOS ANGELES * RIVERSIDE * SAN DIEGO * SAN FRANCISCO



SANTA BARBARA * SANTA CRUZ

DEPARTMENT OF ECONOMICS, 0508
OFFICE: (858) 534-1058
FAX: (858) 534-5592

9500 GILMAN DRIVE
LA JOLLA, CALIFORNIA 92093-0503

DATE: 1 January 25, 2014
TO: 1 Barbara Sawrey
Academic Affairs
2 Associate Vice Chancellor and Dean of Undergraduate Education
FROM: Valerie Ramey, Chair 3 Valerie Ramey
Economics Department
RE: 4 Appointment of Ben Scholar as a Visiting Lecturer, Summer Session 2014

5 The Department of Economics proposes the appointment of Ben Scholar as a Visiting Lecturer for 6 Summer Session I, 2014, at an annual salary of \$68,251 (10/1/11) to teach the course listed below:

8 150. Public Economics: Taxation (4) 7 Overview of the public sector in the U.S. and the scope of government intervention in economic life. Basic principles of taxation, tax incidence, and tax efficiency. Analysis of the U.S. tax system before and after the Tax Reform Act of 1986. ECON 100C is recommended. Prerequisite: ECON 100B or 170B.

Dr. Scholar is a Senior Lecturer with tenure at Academic University. He teaches courses in Public Economics (for undergraduate and graduate students), Intermediate Microeconomics, and Introduction to Microeconomics. Dr. Scholar has a Masters Degree and Ph.D. in Economics from the Professional University (1995 and 1998, respectively) and has held several academic appointments, including: 9 Visiting Professor at UCSD (summer 2008), Adjunct Lecturer at Professional University and at the Inter-Disciplinary Center, Visiting Assistant Professor at the University of Illinois, and Lecturer at the University of Montana. Dr. Scholar has had several publications and book reviews.

Dr. Scholar taught Public Economics in at UCSD in summer session in 2008, 2010, and 2012. His evaluations are included in this file and are good.

Course Title	Term	Enroll	Evals Made	Remnd Class	Remnd Instr	Study Hrs/wk	Learned from Course
Public Economics: Taxation 10	S112	10	2	100%	100%	5.50	4.00
Public Economics: Taxation	SU10	14	4	25%	75%	3.50	3.75
Public Economics: Taxation	SU08	12	9	78%	100%	3.83	4.11

The Department is working with the UCSD International Center to secure a J1 Visa for Dr. Scholar as required for employment.

Sample Reference Letter

1 February 11, 2014

2 Department Chair
Chemistry and Biochemistry

3 Re: Appointment for Betty Triton as Lecturer

To Whom It May Concern:

4 I am writing to enthusiastically support the application of Betty Triton as a lecturer. Betty is currently a senior graduate student in my laboratory. She joined my group five years ago, and will defend her thesis in about a month, March 2014. Her work presents a new model for how adrenergic stimulation in brown adipose tissue becomes relayed into transcriptional changes in the nucleus. Betty has tackled all aspects of her thesis work, whether technical or intellectual, with determination and successfully. She has been recognized with awards and scholarships. A manuscript on her main project will be submitted this coming month. She has already co-authored one study and I expect at least one more manuscript to come from her work in 2014. She is an exceptional student, among the best I have seen in many Universities and Institutes where I have been, and I am confident that she will excel as a scientist, teacher, and mentor.

5 During her Ph.D. thesis, Betty was also teaching assistant for three graduate courses and participated in mentoring programs for high school students. She was outstanding in these activities. She engaged the students, directed work and/or class, and had great insights into what worked well in teaching. While doing this teaching or mentoring, which was her own calling and not required by our institute, she never let such activities keep her away from the bench, a testament to her ability to work hard and multitask. Moreover, at a personal level, Betty is a delight to work with. She is mature, independent, and resourceful, knowing when and where to seek advice and help. She expresses her opinions in an engaging way and enjoys being challenged. She strives for originality, works hard and undeterred and has a charisma for drawing others to comment and participate in her work. She is full of enthusiasm, has the right drive, and genuine interest in teaching and in science, an analytical and keen mind, creativity and perseverance. She multitasks with ease and does not lose her focus on the goals she sets.

In summary, I have no doubt that Betty will be an outstanding teacher. Please do not hesitate to call or email me if you have any further questions.

Yours sincerely,

6 *Lisa Scholar*

7 Lisa Scholar, Ph.D.
Associate Professor
Department of Chemical Physiology
10550 North Torrey Pines Rd/MB24
La Jolla, California 92037
Tel. 858-534-4744
Fax 858-822-2619

Sample Biography/Bibliography

UCSD ACADEMIC BIOGRAPHY AND BIBLIOGRAPHY FORM

Section I

Personal Data

Name: Last, First, Middle	Triton, Tommy		
Department	MAE	Title(s)	Visiting Professor

Home Address:			
Street	855 Scholars Road	Phone:	858-534-4744
City, State, Zip	Smallville, Kansas 91107		
E-mail address:	Triton1@ucsd.edu		

Business Address:			
Street	1350 Gilman Drive	Phone:	858-534-5258
City, State, Zip	Metropolis, California, 91733	Mail Code	0079

Country of Citizenship:	USA
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Are you a citizen or permanent resident of the U.S.?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If no, what is your current Visa status?	N/A
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Date this status began:	N/A	Date this status expires:	N/A
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Person to be contacted in case of emergency:			
Name	Lois Triton		
Street	9500 Gilman Dr.	Phone:	858-534-7149
City, State, Zip	La Jolla, CA 92093		

Family members or domestic partners employed by the University:					
Name	N/A	Relationship	N/A	Department	N/A

Previous Applicable Employment

Please provide a full account of your time from the date of your first academic (or otherwise relevant) employment to the present, including any periods when you were not employed. Indicate part-time appointments. Provide salary or approximate annual earnings in all cases. Please include all previous University of California employment. You may provide supplementary information if necessary.

Period of employment From: To:	Institution, firm or organization	Location	Rank, title, or position	Approximate annual salary
Aug 2006 – Present	SDSU (MAE)	San Diego	Professor	\$124,128 (9Month)
July – Aug 2008 Aug – Sept 2009 Aug – Sept 2010 June – Sept 2011 July – Sept 2012	UCSD (MAE)	San Diego	Visiting Professor (Part-Time)	\$10,000 (per course)

Education

School, college, university, or hospital (internship, residency, or fellowship)	Dates of attendance	Location	Major subject or field	Degrees or certificates	Date received
University of Kansas	1984 – 1990	Smallville	Aerospace Engineering	Ph.D.	1990

Sample Biography/Bibliography (continued)

Please indicate areas of sub-specialization or board certification, if any. Also include a list of special licenses or permits and the dates received.

N/A

Section II

Professional Data

Please provide a list of your activities in each of the following eight categories. Please provide dates of awards or service.

(a) **University Service** (Include service at the departmental, college, Academic Senate, campuswide, and systemwide levels.)

Department Chair at the SDSU MAE Department, Aug 2007 - Aug 2009

(b) **Memberships** (Include scholarly societies, professional boards, civic organizations, etc.)

Association of Aerospace Engineering and Aerospace Industries Association

(c) **Honors and Awards** (Include the dates they were received.)

Listed in "Who's Who in Engineering Academia," Feb 2009

(d) **Contracts and Grants** (Provide the following information for current contracts and grants.)

Title	Granting agency	Amount of total award (include indirect costs)	Time period of contract/grant	Role (e.g. PI, co-investigator, project leader, etc.) List co-PIs/corresponding share of total award (total must = 100%)
Income Redistribution	NSF	\$37,000	June 1999 – Aug 2001	PL

(e) **External Professional Activities** (Examples include, but are not limited to, presentation of papers and lectures, technical service to organizations and agencies, acting as a reviewer of journal or book manuscripts or contract and grant proposals, or professional committee service.)

Editorial Board: Journal of Engineering, 2003 – Present
Associate Editor: Engineering Bulletin, 2010 – Present

(f) **Most Significant Contributions to Promoting Diversity** (Examples include, but are not limited to, developing strategies for the educational or professional advancement of students in underrepresented groups; contributions that promote equitable access to and diversity in education; and activities that promote recruitment, retention, and mentoring.)

As Department Chair at SDSU, mentored three faculty members to retain them

(g) **Other Activities** (List those that do not fit into categories a – f above, such as community service).



(h) **Student Instructional Activities**

Course load information is reported separately in faculty review files. Please list here all students mentored outside of the structured classroom setting. Please list by category (e.g., undergraduate research students, masters or doctoral candidates, postdoctoral or medical fellows, interns, residents) and indicate your role (e.g., thesis adviser, research adviser) for each student. For graduate students, indicate the years of their degrees when appropriate.

Supervised 2 graduate independent studies, and served as a master thesis committee at SDSU (2006-2009)

Biography/Bibliography (continued)

Current Review: 600	
Section III - Bibliography	
Please insert or attach a bibliography prepared in the format preferred by your division or school.	
Please see attached.	
I have provided the information contained in this Biography and Bibliography Form or have reviewed it for accuracy.	
<i>Tommy Triton</i> ⁵	10/27/2013
Signature	Date



- Actual signature.
- If the signature is typed in, an email from the instructor showing the BIO/BIB as an attachment is required. It should follow the BIO/BIB.
- If the instructor uses an electronic signature, they must provide an email showing the BIO/BIB as an attachment.
- Date required.

BIO/BIB acceptable dates are January 2012 to present for 2014 appointment (three year window).

Sample Recall Form

UCSD Academic Recall Appointment

1

Employee Information

Employee ID: 398450 Name: Tommy Triton

2

Status At Time Of Retirement

Home Campus: UCSD Title: Professor

Home Department: MAE Step: 6 Basis: AY Scale Type: Standard

Retirement Date: 06/27/08 Type: Monthly Income Annual Salary: \$111,800 Scale Date: 10/07

3

Proposed Recall Appointment

School/Division: JSOE Title: Professor-AY-Recalled-1/9 (TC 1109)

Department: MAE Annual Salary: N/A Scale: 10/11

Begin Date: 06/30/14 End Date: 08/02/14 Percent Time: BYA

Fund Source(s): Summer Session Per Course Rate (teaching only): \$9,503

Total Annual Compensation:

4

Proposed Recall Duties

Purpose of Recall	Description of Recall Duties:
<input checked="" type="checkbox"/> Teaching	MAE00 for Summer Session
<input type="checkbox"/> Research	
<input type="checkbox"/> Administrative	
<input type="checkbox"/> Other	

Teaching Assignment

Quarter	Course #	Course Title
SS1,2014	MAE00	Up in the Air 101

5

Retiree Acknowledgement

<input checked="" type="checkbox"/> I understand that my total annual recall compensation from all UC sources may not exceed 43% of my annual salary at the time of retirement, adjusted to the current pay scale.	<input type="checkbox"/> I understand I must sign and submit the UCRP Retired Employee Election form to the UCSD Benefits Office prior to my recall service (not required for retirees who elected the lump sum cash out option)
<input checked="" type="checkbox"/> I understand that my appointment is contingent upon the availability of funding and programmatic considerations.	<input checked="" type="checkbox"/> I understand that my recall appointment cannot begin prior to receipt of my first retirement income check.

Please note if you have been recalled at another UC campus within the past 12 months: Campus _____ Dates _____

Tommy Triton
Employee Signature

01/27/14
Date

Recommendation and Approval

6 The Department Head
Hiring Unit – Department Head

01/27/14
Date

Secondary Department Head (for joint appointments)

Date

Dean, Assoc VC, VC-ORA, VCHS, VCMS

Date

Executive Vice Chancellor – Academic Affairs

Date