

Personal Information

Empl ID: if known _____

Prefix: _____ **First Name:** _____ **Middle Name(s):** _____ **Last Name:** _____

Address: _____ **City:** _____ **Postal/Zip Code:** _____

Prov/State: _____ **Country:** _____

Country of Birth: _____ **Date of Birth:** _____

Status in Canada: Canadian Permanent Resident Work Permit Study Permit

Personal Email: _____

Supporting Documentation:

a) b) c) d) e) f) g) - See notes on reverse.

Details of Assignment

Student: No Yes

Appointment Type:

Sessional Faculty Professor Retired Short Term Visiting Professor Honorary

Period of Appointment:

From: _____ **To:** _____

Faculty: _____ **Department:** _____

Rank: _____

Total Half-Course Equivalents(HCE): _____ **STEP/GRADE Placement:** _____ Note: If multiple steps, please outline in the grid and Comments section below

Remuneration: _____ for the _____ month period

Responsibilities

Course	Appointment Date	HCE	Step	Salary/HCE	Total Salary	
	to					
	to					
	to					
	to					
	to					
Total Salary:						

Salary Component:	Fund	DeptID	Account	Internal	Project	Activity

Reports to (Position #): _____ **Reports to Name:** _____ **Reports to EmplID:** _____

Comments

RECOMMENDED by Head (or Administrative Equivalent) to Dean _____

RECOMMENDED by Dean (or Administrative Equivalent) to Vice-President (Academic) _____

Signature: _____

Date: _____

Signature: _____

Date: _____

Action of the Provost & Vice-President (Academic):

By signing this document, I hereby approve the details as described herein:

Name: _____ **Signature:** _____ **Date:** _____

FOR HR USE ONLY:

Distribution Date: _____

'Term Certain' - Specific Term

Instructions for use of this form.

This form is to be used in recommending 'Term-Certain' appointments where you are recommending an appointment of a non-Canadian Sessional instructor, a Faculty Professor, a Retired Short-Term appointee or a Visiting Professor.

Notes:

- Supporting documents should include:**
New Appointments (a-e) Reappointments (d-e) Retired Short-term (a & f)
 - Current Curriculum Vitae
 - Academic Personal Information form
 - Written letters of reference (a minimum of one required)
 - A recommendation letter from the Dean (administrative equivalent) to the prospective staff member outlining the proposed terms and conditions of the appointment with written evidence of acceptance from the prospective staff member.
 - Copy of work or study permit (if applicable) and verification of full-time student status if the appointee is an international student.
 - Terms of Reference (Retired Short-Term Appointment only)
- Include all information requested on the front of this AE-5 form to avoid delays in processing formal offer of appointment from the Vice-President (Academic) and Provost.

Copy Distribution:

- Scan all documents to the Academic Contracts Team: Joanne O'Neil (joneil@ucalgary.ca) and Tina Waddell (twaddell@ucalgary.ca) or academic.contracts@ucalgary.ca
- If the Vice-President (Academic) and Provost approves the recommendation, a formal offer of employment letter will be prepared and forwarded by the Vice-President (Academic) and Provost to the prospective appointee, copies of which will be provided to the Dean and Head of the Department with a copy of the AE-5 form.
- When the appointment letter of offer is complete a copy of the AE-5 form will be forwarded to the Faculty's Finance Partner.

Comments/Additional Info (cont'd.)