

TEMPORARY APPOINTMENT COVER SHEET

This cover sheet is to be used for Visiting and Temporary Lecturer Titles.
SCHOOL OF PUBLIC HEALTH
DEPARTMENT: _____

EMPLOYEE DATA

Employee's Name:						Employee's ID Number:					
Appointment Title:						Title Code:					
Percent : %			Annual Salary: \$			Monthly Salary: \$					
Basis/Paid Over: <input type="checkbox"/> 9/9 (use for 1 or 2 quarter appt.) <input type="checkbox"/> 9/12 (use for academic year appointment) <input type="checkbox"/> 11/12 (Professional Research/Academic Administrators)											
Appointment Dates From:				To:				<input type="checkbox"/> Full year Appt, or <input type="checkbox"/> One Qtr or More: <input type="checkbox"/> F <input type="checkbox"/> W <input type="checkbox"/> S			
If candidate is on leave from another institution, is that institution aware that he/she will be teaching at UCLA ?						<input type="checkbox"/> Yes <input type="checkbox"/> No		If "Yes," give percent of time at institution			
Is individual currently employed by another UC or California institution?						<input type="checkbox"/> Yes <input type="checkbox"/> No		If "Yes," give name of institution			
IF LECTURER:		What is the total number of quarters that will have been accrued at the conclusion of this appointment: Appointments beyond 18 quarters (six years) of service on the same campus may only occur if the lecturer is approved for a three-year appointment.						Qtrs.			
IF VISITING:		Indicate the total number of consecutive quarters as a Visiting for this appointment (6 max):						Qtrs.			

TEMPORARY APPONTMENT INFORMATION *(Please Explain the Details of This Temporary Appointment)*

Please Note: Additional Compensation MAY Affect Existing Benefits

ACCOUNT / FUND NAME	LOC	ACCOUNT	CC	FUND	SUB	DIST %	BEGIN DATE	END DATE	STEP	RATE /AMOUNT	DOS
	4										
ACCOUNT / FUND NAME	LOC	ACCOUNT		FUND	SUB	DIST %	BEGIN DATE	END DATE	STEP	RATE /AMOUNT	DOS
	4										
ACCOUNT / FUND NAME	LOC	ACCOUNT		FUND	SUB	DIST %	BEGIN DATE	END DATE	STEP	RATE /AMOUNT	DOS
	4										

Date Prepared:	Prepared By:	Telephone:	Department Administrator:
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Visiting Title: For the academic year (9/12): Lecturer (1630); Vstg Asst Prof (1308); Vstg Assoc Prof (1208); Vstg Prof (1108).

For 1 or 2 quarters (9/9): Lecturer (1632) Vstg Asst Prof (1302); Vstg Assoc Prof (1202); Visiting Prof (1102).

Temporary Appointment Dates: For the academic year (9/12): 7/1/xx - 06/30/xx (Fall: 7/1-10/31; Wtr: 11/1-2/28; Spr: 3/1-6/30)

For 1 or 2 quarters (9/9): Fall: 10/1-12/31; Wtr: 1/1-3/31; Spr: 4/1-6/30.