

# Academic Appointment Form

## *Explanatory Notes*

### Questions?

For UMFA, Research/Professional Associates and Visiting Academics with surnames from A to L,  
and for GFTs and Post-Doctoral Fellows with surnames from M to Z:

Renata Lelliott, HR Service Centre Associate

204-474-7931

[Renata.Lelliott@umanitoba.ca](mailto:Renata.Lelliott@umanitoba.ca)

For UMFA, Research/Professional Associates and Visiting Academics with surnames from M to Z,  
and for GFTs and Post-Doctoral Fellows with surnames from A to L:

Marvel Showers, HR Service Centre Associate

204-474-6343

[Marvel.Showers@umanitoba.ca](mailto:Marvel.Showers@umanitoba.ca)

## Use this form for the Appointment & Reappointment of:

- UMFA, GFTs, Deans, Directors, Department Heads, Chairs, Area Directors, and other full-time academic appointments
- Post-Doctoral and Associate Post-Doctoral Fellows
- Full time and Part time Research Academics (Research Associates and Professional Associates)
- Visiting Academics (paid and unpaid)
- Senior Scholars

**NOTE:** Appointments & Reappointments made using this form must also be accompanied by a [Letter of Offer](#) or Letter of Understanding (for GFTs). Definitions of the U of M unionized and non-unionized compensation groups can be found at: [http://umanitoba.ca/admin/governance/governing\\_documents/staff/553.html](http://umanitoba.ca/admin/governance/governing_documents/staff/553.html).

## For UMFA & GFTs this form can also be used for:

- Extraordinary Salary Increases (UMFA only) – Article 24.8.1 & 24.8.3 of the UMFA Collective Agreement
- Market Stipends - Article 31.3 of the UMFA CA
- [Promotions](#) (UMFA, GFTs, and NIL appointees only) – Article 20 of the UMFA CA, Policy for GFTs
- Probationary Appointments changing to Continuing (UMFA Instructors only) Article 34.5 of UMFA CA
- [Tenure](#) (UMFA only) – Article 19.C.3 & 19.C.4.4 of the UMFA CA
- Reduced Appointments (for UMFA only) – Article 10 of the UMFA CA
- Returning to full duties following a Reduced Appointment (for UMFA only) – Article 10.2 of UMFA CA

Click here to access the [UMFA Collective Agreement](#) & [Letters of Offer](#)

### Do NOT use this form for:

- *Changes to funding – Use the Funding Allocation Form*
- *Cessations (including retirements, ending appointments early or Resignations) – use the Cessation of Staff Appointment Form*
- *Leaves of Absence or any changes to an employee's status*

These other HR forms can be found at:

[http://umanitoba.ca/admin/human\\_resources/service\\_centre/forms/index.html](http://umanitoba.ca/admin/human_resources/service_centre/forms/index.html)

## Section A:

- & 2. Legal Surname and First Name(s)** – HR is legally required to use the name that is on an employee’s Social Insurance Card (or memo) as the name we store for employment purposes. Please ask your employee what their legal name is. This name will show on all legal documents (T4s, ROEs, Pension Statements, etc.). Employees can indicate their preferred name in Employee Self Service (which is accessed through JUMP). The preferred name will show up on most U of M communication that doesn’t require the legal name.
- Employee #** - If employee number unknown- put N/A, but MUST fill out section A.4
- Social Insurance # (SIN)** - Required for new appointments, and if Employee # field is ‘N/A’
- Highest Degree Obtained** - Required for Research/Professional Associates because they should generally have a PhD. If you wish to hire a Research/Professional Associate with a lower degree, please contact your [HR Consultant](#). It’s also required for Associate Post-Doctoral Fellows & Post-Doctoral Fellows because they must have a PhD or an MD. It’s also required that we have the date since the Post-Doctoral Fellowships are generally limited to 6 years beyond when their PhD or 10 years past when the MD was obtained.
- Incumbent Email address** - Required so that the VP Research Office can email the hosting letter to the Associate Post-Doctoral Fellow. For other types of appointments leave this field blank.

## Section B:

- Action** - Select the desired action from the drop-down menu
- Rank/Position Title** - Enter the Rank and/or Position Title as per the Letter of Offer (i.e. Professor and Head, Post-Doctoral Fellow, etc.)
- Employee Type** – For UMFA & GFTs select the Employee Type from the drop-down menu. (i.e. Probationary, Term, etc.)
- Effective Date** – Enter the start date as indicated on the Letter of Offer/Letter of Understanding
- End Date** – if there is an end date for the action you have chosen, enter it here. If no end date, put n/a.
- For Promotions Only** – for promotions only put in the current rank and the new rank.
- Source of Funding** – For UMFA & GFT appointments only, put in the source of funding for the appointment from the drop down choices
- Paying GL** – enter up to 2 FOPs that will be used to pay for the position. The total % must add up to 100%. If you need more than 2 FOPs or are paying with a fixed grant you will need to complete a Funding Allocation form and attach it.

## Section C: Attachment checklists:

Please see [Attachments Checklist](#) for your type of appointment.

## Section D: Signatures

Signing Authority(s) and Department signatories printed names & signatures are required for every appointment. Your Faculty may also require someone sign (please check with your Faculty Business Manager if you are unsure). Once the form is sent to HR, HR will forward them to the appropriate office for signatures.

**NOTE: Form Prepared By** – please put the name, email and phone # (and date) of the person HR should contact if we have questions about any of the information provided on the form. That may not actually be the person who prepared the form, although it generally is.