HUMANITIES DOCUMENT INVENTORY FOR APPOINTMENT
TO THE COURSE ASSISTANT TITLE
(NON STUDENT TUTOR, TITLE CODE 2521)

Name _____ Dept/Program/College_____

Proposed Salary Rate (annual) $_____/Actual Salary__$_____

Begin & End Dates of Employment_____ Percent Time_____

Course & Instructor _____

Account Number _____

Special Funding considerations_____

Prior/Concurrent UC Employment (Please state location, dates, titles) _____

_____

U.S. Citizen ? Yes _____ No _____

If "No" please list visa type _____ Visa Expiration_____

-SUBMIT ONE SET OF THE FOLLOWING DOCUMENTS TO DEAN'S OFFICE:

_____ Department/Program/Provost letter to Graduate Dean & Humanities Dean
recommending appointment and asking for exception to hire Course Assistant,
include justification for not using a TA.

_____ Updated Curriculum Vitae

_____ Include teaching evaluations, if available

Address for appointment letter: _____

_____

CONTACT HUMANITIES HR FOR CURRENT SALARY SCHEDULES