



## Personal Information

Transaction Type:  Empl ID (if known)

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

Address:  City:  Prov./State:

Country:  Postal/Zip Code:  Country of Birth:

Date of Birth:

### Supporting Documentation for Faculty/Dept. Records (for initial appointment only):

- Current CV       3 Letters of Reference       Personal Information Form       Signed Letter from Dean

## Appointment Information

Effective Date:  Expected End Date:

Adjunct Faculty/Dept ID:  Appt Type/Business Title:

Primary Appointment Dept ID:

Current Employer:

University of Calgary       OTHER Please specify company and business title (include Faculty, Department and Rank if applicable)

## ONLY for Paid Clinicals

Honorarium/Stipend:

\*\*Should the expected end date extend past the funding expiry date you are required to submit a new accounting form (if applicable)

Start Date:	End Date:	Fund	Dept ID	Account	Internal	Project	Activity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Finance Partner:

Name:  Signature:  Date:

By approving this form, I confirm that the information I am accountable for (i.e. salary or accounting information) is correct and valid.

## Comments

## Faculty / Department Authorizations

Direct Reporting Information: Position #:

Head or Equivalent:  Dean or Equivalent:

Recommended by Head (or equivalent) to Dean:

Name:  Signature: \_\_\_\_\_ Date:

Name:  Signature: \_\_\_\_\_ Date:

Approval of the Dean:

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

Name:  Signature: \_\_\_\_\_ Date:

## HR Use Only

Distribution:  Dean       Head      By: \_\_\_\_\_ Date: \_\_\_\_\_

Form Last Updated: December 2021

Please scan and email completed form to [hrcadem@ucalgary.ca](mailto:hrcadem@ucalgary.ca)

Faculty should note that the University of Calgary collects, uses and discloses personal information in accordance with the provisions of the Freedom of Information and Protection of Privacy (FOIP) Act. Information is collected under the authority of the FOIP Act as well as the Federal Statistics Act and Income Tax Act. It is required for administrative purposes and is disclosed to relevant academic and administrative units. Specific data elements are disclosed to the federal government to meet reporting requirements and to the Faculty Association in accordance with the Collective Agreement. Relevant educational qualifications, current rank, department/faculty affiliation, salary range, and business address and telephone number are defined as the employee's public record; all other data is considered confidential.

This Agreement may be signed and delivered in counterparts with the same effect as if each party had signed and delivered the same copy, and when each party has signed and delivered a counterpart, all counterparts constitute one Agreement. Delivery of a copy of this Agreement by facsimile or by another form of electronic transmission is good and sufficient delivery.