



The University of Michigan Supplemental Appointment Information

To be completed by all newly appointed faculty and staff.

Last Name _____ First _____ Middle _____

Give legal name as it appears/will appear on your U.S. Social Security card.
The name, including all letters and spaces, must be 50 characters or less.

U.S. Social Security # _____

UMID (if known) _____

EMPLOYEE OATH

Consistent with the constitutional requirement, State of Michigan Act 22, 1951, University of Michigan staff members, as a condition of appointment, shall swear to or affirm the following oath:

County of _____ State of _____

I do solemnly swear (or affirm) that I will support the Constitution of the United States of America and the Constitution of the State of Michigan, and that I will faithfully discharge the duties of my position according to the best of my ability.

Regents' Bylaw 3.10 stipulates the conditions governing the assignment of property rights to members of the University faculty and staff.

Unless otherwise provided by action of the Regents:

- 1.) Patents and copyrights issued or acquired as the result of or in connection with administration, research, or other educational activities conducted by members of the University staff and supported directly or indirectly (e.g., through the use of University resources or facilities) by funds administered by the University regardless of the source of such funds, and all royalties or other revenues derived therefore shall be the property of the University.
- 2.) Computer software created by members of the University staff in connection with administration, research, or other educational activities supported directly or indirectly by funds administered by the University, regardless of the source of such funds, shall be the property of the University. Such computer software may be made available for use on a nonexclusive basis by those who pay appropriate charges to reimburse the University for the costs of development, distribution, and reproduction.
- 3.) The provisions of 1 and 2, supra, shall apply unless they are inconsistent with the terms of any applicable agreement with a third-party sponsor or provider of funds in which case the University's agreement with such sponsor or provider shall control.
- 4.) Patents, copyrights, and property rights in computer software resulting from activities which have received no support, direct or indirect, from the University shall be the property of the inventor, author, or creator thereof, free of any limitation which might otherwise arise by virtue of University employment.
- 5.) In cases which involve both University-supported activity and independent activity by a University staff member, patents, copyrights, or other property rights in resulting work products shall be owned as agreed upon in writing and in advance of an exploitation thereof by the affected staff member and the Vice-President for Research in consultation with the Committee on Patents and Copyrights and with the approval of the University's Office of General Counsel. It is understood that such agreements shall continue to recognize the traditional faculty and staff prerogatives and property rights concerning intellectual work products.

I have read and understand the Employee Oath and Regents' Bylaw 3.10, and agree to the terms and conditions as stipulated in each.

Signature _____

Subscribed and sworn before me this _____ day of _____, 20 _____

Notary Public Signature _____ County of _____ State _____

ADDITIONAL PERSONAL INFORMATION

Date of Birth: _____

Gender: Male Female

CURRENT MAILING ADDRESS

Check this box if this address is NOT to be published.

*Number & Street: _____ *Telephone (____) _____

*City: _____ *State: _____ *Zip Code: _____ *Country: _____

*If you are a current U of M Ann Arbor campus student or Visiting Scholar and your Wolverine Access Current Address is out-of-date, please indicate the new address here. Your Wolverine Access Current Address will be updated.

Person to be contacted in case of emergency: _____ Telephone (____) _____

NON-CITIZENS OF THE UNITED STATES OF AMERICA

Appointees who are not citizens of the U.S. must complete the following section.

I certify that I am a citizen of the country of: _____

Have you been granted permanent residency status? Yes No If not, indicate the type of visa below:

F-1 J-1 J-2 H-1B O-1 TN Other

Complete the "Alien Certificate" form on the following website: <http://www.payroll.umich.edu/formreg.html> to assist the Payroll Office in properly administering tax regulations.

SUPPLEMENTAL EMPLOYMENT INFORMATION

Last Name:	First Name:	Middle Name:
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UMID:	Department:
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ETHNICITY/RACE
To meet government requirements, the University of Michigan places ethnicity/race data into its computer file for statistical use. The data will be used to meet reporting requirements and other requirements outlined in the University's Affirmative Action Program. The information requested in items 1 and 2 below is optional and will not be used for hiring purposes.

1. Please indicate whether you consider yourself to be Hispanic or Latino.

- No**, not Hispanic or Latino.
- Yes**, Hispanic or Latino: A person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

2. In addition, select one or more of the following racial categories to describe yourself:

- American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American:** A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Employee Signature:	Date:
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