



The University of Michigan Supplemental Appointment Information

To be completed by all
newly appointed 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.A. must complete the following section to provide the Payroll Office with data required by the U.S. Internal Revenue Service to properly administer taxing requirements. Also, the data is used to compile statistical studies requested by various governmental agencies.

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

I am a resident alien non-resident alien within the meaning of Internal Revenue Service regulations.

Type of Visa: F1 J1 J2 H1a H1b H3 PR Other _____
Please specify Visa code

Resident Aliens must file Federal Form 1078, which is available at the Payroll Office.

Aliens claiming tax treaty exemption must file a treaty affidavit which is available at the Payroll Office.

An INS form I-9 should be completed within the first three (3) working days of employment.

Signature: _____ **Date:** _____

CERTIFICATION

I certify that the answers on this document are true to the best of my knowledge.

Signature: _____ **Date:** _____

AFFIRMATIVE ACTION

To meet government requirements, the University of Michigan places affirmative action data into its computer file for statistical use. After entry into that file, this section will be destroyed. The data will be used to meet reporting requirements and other requirements outlined in the University's Affirmative Action Program.

I. I identify myself as:

- African-American/Black
(not of Hispanic origin)
- Asian or Pacific Islander
(includes Indian sub-continent)
- American Indian or Alaskan Native
- Hispanic/Latino
(Spanish culture or origin, regardless of race)

- White
(persons not of Hispanic origin, having origins in any of the original peoples of Europe, North Africa, or the Middle East)
- Race not included above
Please specify _____

II. Are you multi-racial or multi-ethnic?
(parents are of two or more of the above groups)

- Yes No

If yes, please specify _____
