

Request to Fill a Letter of Appointment

This form is used to request a Letter of Appointment. Please complete form, PRINT, SIGN (Department Chair) and FAX to Budget and Finance at 1-775-327-2396. Budget and Finance will send the form to UNSOM - HR. HR will obtain the Dean's approval and inform you when your request has been approved. **A CV must accompany this request.** Please check the box if this request is an exception to policy.

Department Name _____

Exception

Employee Name _____

Q2

Other

Anticipated Start Date _____

Level of Appointment _____

Salary Requested _____
Monthly Salary/Annual Base

FTE _____

Account(s) to be Charged _____ FTE

_____ FTE

_____ FTE

_____ FTE

Pooled Position Number _____

JCC _____

Duration of Appointment _____
Specific Dates

OR End of Fiscal Year _____
 Ongoing _____

Justification for Hire (If exception, please explain)

Job Duties (Attach separate sheet, if necessary)

Work Schedule (Attach separate sheet, if necessary)

It is UNR policy that a Letter of Appointment

◆ Can be employed up to 90 days at 100% FTE. After 90 days they must be reduced to 48% FTE or below.

◆ Can be employed at greater than 50% FTE for up to 11 months. They can be employed the first 90 days at up to 100% FTE. After 90 days they must be reduced to between 50% and 80%.

Dept Chair - Date

Budget - Date

Dean - Date

Provost - Date (for exception only)

EEO Code _____ (HR Use Only)