

## Request to Renew a Letter of Appointment

Only used for 7/1 renewals

This form is used to request approval to renew a Letter of Appointment effective 7/1. 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. Once approved, the department prepares the PAF and Terms of Employment and routes them through the UNSOM Budget Office no later than June 1, 2009.

Please check the box if this is an exception to policy.

Exception

Q2

LBC for more than 11 mos.

Other

Department Name \_\_\_\_\_

Employee Name \_\_\_\_\_

Level of Appointment \_\_\_\_\_

Salary Requested \_\_\_\_\_

Monthly/Hourly/Annual Base \*

\*If salary requested is higher than current salary, or over Q2, please provide justification below.

FTE\* \_\_\_\_\_

\*Explain below if the fte is changing.

Account(s) to be Charged \_\_\_\_\_ fte

\_\_\_\_\_ fte

\_\_\_\_\_ fte

\_\_\_\_\_ fte

Duration of Appointment July 1, 2009 to

End of Fiscal Year

OR

\_\_\_\_\_ Date Appointment Ends

Justification for Renewal

Justification for Increase in Salary, over Q2 or Change of FTE (if applicable)

Job Duties (Attach separate sheet, if necessary)

Work Schedule (Attach separate sheet, if necessary)