



### ***Appointment Change Request Instructions***

Purpose: To make changes to a faculty member's appointment such as rank, title, status or to add an administrative appointment (ex. Associate Dean, Director). Appointment changes require an offer letter to be attached to the request. Can also be used to hire a faculty member in a working retiree status.

The forms work best when viewed using Internet Explorer or Mozilla Firefox. The built in calculations are not always compatible with Google Chrome.

**Administrative Title:** Only to be used if the appointment change is for an administrative assignment such as Director, Associate Dean, Dean, etc. If the administrative appointment does not change the individual's employee class (FE) or position number and just adds a SAC, please use the SAC Request form.

**Proposed Rank:** Select the appropriate rank. For visiting and working retiree positions, visiting or working retiree status will be noted under the "Proposed Status" field.

**Proposed Status:** Select the appropriate status. The status and rank combination must reflect what is identified in the offer letter.

*Example: If changing the appointment of a faculty member to a Visiting Assistant Professor, the following rank and status fields should be completed as:*

*Proposed Rank:           Assistant Professor*  
*Proposed Status:        Visiting*

*Example: If changing the appointment of a faculty member to working retiree with the rank of Professor, the following rank and status fields should be completed as:*

*Proposed Rank:           Professor*  
*Proposed Status:        Working Retiree*

**Proposed Base Salary:** Full-time equivalent base salary indicating either Academic Year (9 month) or Fiscal Year (12 month) consistent with the attached offer letter.

Note: The base salary refers to the full-time (1.0 FTE) Academic Year or Fiscal Year base salary. It does not include SACs. Check the Academic year or Fiscal Year box to indicate the appropriate base salary based on the faculty member's appointment.

**Appointment Percent:** The faculty member's FTE. The total salary paid to the faculty will be based on the faculty member's base salary and appointment percent.