



## ***Extend Non-Continuing Faculty Appointment Request***

Purpose: to be used to extend an existing Visiting Faculty, Research Faculty, Term Teaching Faculty, or Working Retiree appointment. Not to be used to change a faculty member's type of appointment and pursuant to Faculty Handbook Policy B3.1.

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

### ***Definitions***

**Proposed Base Salary:** This is the full-time equivalent salary. If the person has an appointment percent (FTE) less than 1.0, their total salary will be pro-rated based on their appointment percent and length of contract. Select Academic or Fiscal Year to identify if the base salary is a 9 month base salary (AY) or 12 month base salary (FY). Most non-continuing appointments have Fiscal Year base salary.

**Provost Approval:** Required for visiting appointments extension requests beyond the three year limit. OVPR approval will be required for extension requests for research faculty that include a salary increase that is outside of the currently approved salary guidelines.