

Name:
PSHRMS EmplID:
Tenure Home Department:

Establish/Remove Administrative Post
(Attach all supporting documentation)

A faculty member requires an addition of, change to, or end of an Administrative Appointment. This action request should only be used for Administrative Appointments not considered to be the faculty members' primary appointment.

Administrative Post:
Add
Remove
Effective Date:
Appointment Type:

Initial Appointment

Reappointment

Department ID of administrative post:
Comments:

Establish/Remove Joint Appointment
(Attach all supporting documentation)

A faculty member requires an addition of, change to, or ending of an academic joint appointment.

Effective Date (add):
Effective Date (remove):
Academic Rank:
Tenure Status:
Department ID of Joint Appointment:
Comments:

Supporting documentation should include a memorandum to the faculty member, signed by all parties involved, outlining the expectations of the administrative post and/or joint appointment.

Please Note: Institutional approval is not required for adjunct/clinical (non-paid) or limited term joint appointments.

Primary Academic Department Chair: _____ Date: _____

Joint Academic Department Chair: _____ Date: _____

Primary Dean: _____ Date: _____

Joint Appointment Dean: _____ Date: _____

VP for Academic & Faculty Affairs: _____ Date: _____

EVP for Academic Affairs & Provost _____ Date: _____