

(This will become the formal notice of appointment upon completion of all approvals listed).

Office of Human Resources | Box 1040 | Edwardsville, IL 62026 | Phone: 618.650.2190 | Fax: 618.650.2696

Legal Name: _____

Banner ID: _____

POSITION/JOB INFORMATION

- New
- Renewal

Personnel Bulletin No.: FY _____

Previous Incumbent: _____

- Campus: Alton Edwardsville
 E St Louis SIUC Springfield

Box _____ Bldg. & Rm. No. _____

Phone w/Prefix: _____

****Please do not use the delete key or backspace key in the Hrs. Per Pay column or the Actual Assign Salary column.****

Posn Title/Rank	Posn No.	Full-Time Semi-Mo Salary Base	Apt. Perc: (4 decimal places max., e.g. 33.33)	**Hrs. Per Pay	**Actual Assign Salary	Sal Hold (Y/N)	Account Title	Org/ DDU	AIS Budget Purpose

GRANTS OFFICE APPROVAL (Grant Accounts Only):

Approved by: _____ Date: _____

APPOINTMENT TYPE & APPOINTMENT PERIOD:

- Continuing:** Academic Fiscal* Beginning _____ (Semester/yr or mo/day/yr)
 *If fiscal, normal fiscal year will be from: _____ (mo/day) through _____ (mo/day) each year.
 Summer Academic Beginning _____ (mo/day/yr) through _____ (mo/day/yr)

(A continuing appointment is renewed automatically each year, excluding Summer, unless the appointee is given notice as specified in the applicable personnel policies. Summer appointments assigned to continuing, tenure-track faculty do not count toward tenure.) Summer academic appointments are subject to July 1 salary increase, when applicable, unless otherwise noted below as a condition of appointment.

- NTT Established** Academic Summer Academic
 Beginning _____ through _____
 (Semester/year or mo/day/yr) (Semester/year or mo/day/yr)

(An Established appointee is a non-tenure track faculty who has completed their probationary period.) Summer academic appointments are subject to July 1 salary increase, when applicable, unless otherwise noted below as a condition of appointment.

- Term:** Academic Fiscal Summer Academic
 Beginning _____ through _____
 (Semester/year or mo/day/yr) (Semester/year or mo/day/yr)

(A term appointment is written for a specified period of time and may be renewed. Notice of non-renewal, other than the terminal date of this appointment as stated herein, is not required and shall not be given. If an appointment period set forth under a collective bargaining agreement conflicts with this provision, the collective bargaining agreement's terms and conditions shall prevail.) Summer academic appointments are subject to July 1 salary increase, when applicable, unless otherwise noted below as a condition of appt.

CONDITIONS OF APPOINTMENT/DESCRIPTION OF RESPONSIBILITIES: (Include position description. Attach a separate statement if necessary)

- This extra service is over and above services required by the current budgeted contract. It will not affect performance under such contract.

If related by blood or marriage to any member of the Board of Trustees, please state relationship:

READ BEFORE SIGNING: The applicant agrees that if appointed his or her conditions of employment will include the laws of Illinois, including Board of Trustees legislation, and all policies, regulations, including those of SIUE, from time to time issued pursuant thereto, all of which will be as much a part of the applicant's employment contract as if set out in full therein, and that such terms and conditions as from time to time amended will continue to govern in any change of assignment or renewal of the appointment. It is a condition of employment that each appointee agrees to abide by the provisions of the University Patent and (or) Copyright Policy and any contractual obligations of the University to others with reference to discoveries, inventions, improvements, composition or creations made, produced, developed, actually or constructively reduced to practice or perfected during the term of employment as well as comply with any and all applicable United States export control and trade laws and regulations.

Appointee's Signature _____ Date _____

I am a retiree, as defined by the State Universities Retirement system. Yes No

As defined by the Office of the Secretary of State and based on the responsibilities assigned to this position, the employee will be required to complete a Statement of Economic Interest. URL for filing information, including criteria: <http://ethics.siu.edu/>

RECOMMENDATION:

Chair/Supervisor Signature & Date _____ Dean/Dir./Fiscal Officer Signature & Date _____ Vice Chancellor Signature & Date _____

Chair/Supervisor Signature & Date _____ Dean/Dir./Fiscal Officer Signature & Date _____ Vice Chancellor Signature & Date _____

ACCEPTED BY OFFICE OF HUMAN RESOURCES: _____

APPOINTMENT: Subject to the requirements of the Board of Trustees' Policy on Personnel Approval, you are hereby appointed to the position described above.

CHANCELLOR _____ Date _____

Date approved/ratified by President: _____ Date ratified by Board of Trustees: _____