

College of Arts and Architecture/University Arts Services

NOTIFICATION OF APPOINTMENT

Note – Approved PERMISSION TO SEARCH form must accompany this Notification

If current employee, must use SUPP Form

ALL DATA ITEMS MUST BE COMPLETED

Dept/Unit _____

1. Employee Name _____ PSU ID# _____

Employee Start Date _____ Reappointment Yes ____ No ____

Date of Previous Appt. _____

Attach Offer Letter and Other correspondence, as applicable

2. Staff/Faculty – Provide Info on Teaching Schedule:

Fall

Class _____ Section _____ Credits _____ Enrollment _____

Class _____ Section _____ Credits _____ Enrollment _____

Class _____ Section _____ Credits _____ Enrollment _____

Spring

Class _____ Section _____ Credits _____ Enrollment _____

Class _____ Section _____ Credits _____ Enrollment _____

Class _____ Section _____ Credits _____ Enrollment _____

3. Rank/Title/Grade _____

4. Appointment Type:

___ Standing Position # _____

___ FTMY Position # _____

___ Fixed Term I (one year contract & full-time) Begin & End Dates _____

___ Fixed Term II (less than one year contract and/or less than full time)

Begin & End Dates _____ and % of Time _____

5. Salary Amount \$ _____ (annual)

Salary Plan _____ (12 months, 36 week, etc)

Years of Tenure Credit _____

6. Funding Source – if different from data provided on the approved PERMISSION TO SEARCH form.

7. Request to Appoint this Individual:

Dept/Unit Head _____ Date _____

8. Form Received and Distributed by Human Resources:

HR Manager _____ Date _____

Notes:

April 2009