

FACULTY REAPPOINTMENT FORM

EMPLOYMENT STATUS: One Year ___ Academic-Administrative Professional ___ Post Doctoral ___ Other _____

Department contact person _____ Email Address _____ University Extension _____

The person named below is recommended for employment under the terms indicated. Necessary funds are available.

SALUTATION: Dr. Mr. Ms. Mrs.

NAME _____ **IDENTIFICATION NUMBER** _____
Last First Middle

DEPARTMENT _____ **TIMESHEET ORG** _____

FACULTY RANK: Professor Associate Professor Assistant Professor Instructor Instructor/Coordinator Post Doctoral
 Clinical Research Visiting Other _____

ADMINISTRATIVE TITLE if applicable (i.e. Dean, Director, Department Chair etc...): _____ Interim Tenured

Annual Salary	Salary Base	Percent of Full Time	Begin Date	End Date	Position Number
	<input type="checkbox"/> Academic Year <input type="checkbox"/> Fiscal Year	<i>(Usually 100%)</i>			

Is position being paid from AARA Stimulus Funds? Yes ___ No ___

Index Number	Fund	ORG Number	Program	E Class
				F9=9 months <input type="checkbox"/> FA=12 months <input type="checkbox"/> AD=12 months Administrative <input type="checkbox"/>
				FD = Post Doc <input type="checkbox"/> TS = one semester appointment <input type="checkbox"/>

APPROVAL SIGNATURES:

Chair/Director _____ Date _____

Dean _____ Date _____

Upon Dean's approval, this form and any supporting documents should be forwarded to Faculty Administrative Services, Adm. 374.

_____ Date _____
 Provost/Appropriate University Official

COMMENTS:

Faculty Administrative Services Use ONLY. Do NOT write in boxes below.

Affirmative Action Comments	1 Year Appointment Search Comments	Approvals/Exceptions	Contract Issued	Database Entry

Department of Human Resources Use ONLY. Do NOT write in boxes below.

Department of Human Resources Use Only.				I-9 Status			
Monthly Pay Rate	Ret. Code	FICA Code	Assign. No.	Approved for Processing Records/Date/Signature	*** Benefits/Date/Signature	Payroll Use Only	
						Date Entered:	
						Signature	

Additional Document(s) Attached

The University of Memphis is an Equal Opportunity/Affirmative Action University.