



HUMAN RESOURCES
 Personnel Action Form
Change/Leave/Reappointment
Sample: Faculty Joint Appointment

Empl ID:	6789
Date Prepared:	6/29/2016
Preparer's Name:	KS

PERSONAL DATA

Prefix	First Name	MI	Last Name	Suffix
DR	JANE	E	DOE	

JOB DATA

Previous Incumbent	Action 1 DTA Data Chg	Reason 1 TTL TitleChange	Action 2 (if applicable)	Reason 2 (if applicable)
	Current	New	Current	New
Effective Date		8/29/2016	Job Function	FAC Faculty
End Date		5/14/2019*	Job Family	TEF - TEACHING FAC
Fac Ten Elig Dt			Temp or Reg	REGULAR
Job Req #			FT or PT	FT Full Time
Position # (reg)	2356		Standard Hrs	40
	Current			New
Campus/Dept	AKRON GEOLOGY			AKRON GEOLOGY
Primary Title	PROFESSOR, GEOLOGY			PROFESSOR, GEOLOGY
Secondary Title(s)				PROFESSOR, CIVIL ENGINEERING

COMPENSATION

	Current	New		Current	New
Base Contract Rate	\$69,000		Account - %	201135 - 100%	
Contract Basis	9-month				
Grade					
Bargaining Unit	AAUP				
Admin stipends Amount:			Stipend Account - %:		
Stipend Basis:					

EMPLOYMENT DATA

	Current	New		Current	New
Building/Room	CAS 114		Campus Phone	7630	
Campus Zip +4	+4101		First Level Supervisor	SUPERVISOR	

COMMENTS/CONTINGENCIES/JUSTIFICATION FOR CHANGE

JOINT APPOINTMENT WITH GEOLOGY (PRIMARY) AND CIVIL ENGINEERING (SECONDARY)- SEE ATTACHED

(ATTACH COPY OF JOINT APPOINTMENT AGREEMENT)

***NOTE: END DATE IS NOT ALWAYS 3 YEARS FROM THE START DATE; REFER TO THE AGREEMENT FOR DATE**

ADDITIONAL FUNDING SOURCE(S) – other than or in addition to the originally approved budget

If applicable please indicate the additional funding source(s) other than or in addition to originally approved budget:	Account/Position #	Amount

SIGNATURE APPROVALS

Department Chair/Director	Date	Dean	Date
Vice President/Provost/President	Date	Appointing Authority	Date

HUMAN RESOURCES USE ONLY

In/Out HR	BOT Date	Proc. By	New Job Req	Job Code	To RPBB	Ret Sys	Fair Share	Prob End	SPRC Approval

Budget Funds Available

Controller Funds Available

_____ Date _____

_____ Date _____