

<u>APPROVAL ORDER</u>	<u>Initials</u>
1. Initiating Area	_____
2. Grant's Office (if applicable)	_____
3. Pres., Prov., V.P.	_____
4. Personnel Services	_____

Florida Atlantic University

Faculty/A&P NOTICE OF APPOINTMENT

1. Employee Name	_____
2. Employee ID Number	Z000_____
3. Department/Division	_____
4. Index Number	_____
5. Account Code	_____
6. Timekeeping Org.	_____ Dept Org. _____ Check Distribution Org. _____
7. Position Number	_____ # of Bi-Weeklies _____
8. Salary Rate	Annual _____ Bi-Weekly _____ Period Salary _____
9. Appointment Dates	From _____ To _____
10. Percent FTE, Term Status	_____ Summer _____ Fall _____ Spring _____
11. Appointment Type (Check all that apply)	_____ Faculty _____ 9 Month _____ 10 Month _____ 12 Month _____ A&P _____ OPS to Salary
12. Type of Action	Other _____ <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> New <input type="checkbox"/> Reappointment <input type="checkbox"/> Reassignment <input type="checkbox"/> Salary Increase </div> <div> <input type="checkbox"/> Promotion <input type="checkbox"/> Leave of Absence <input type="checkbox"/> Return from Leave of Absence <input type="checkbox"/> Separation </div> <div> Funding: <input type="checkbox"/> Sponsored Research <input type="checkbox"/> Auxiliary Funds/Agency <input type="checkbox"/> Foundation </div> </div>
13. Official Rank/Title and Modifier	_____
14. Working Title (Optional)	_____
15. Position Class Code	_____ Pay Grade, if applicable: _____
16. Campus Location, Bldg., Room No., Ext.	_____
Principal place of employment. Assignment to secondary places of employment may be made.	
17. Tenure Status	_____ Date Tenured _____ Tenure CIP _____
Years of prior service in another institution credited toward tenure:	_____ Tenure Earning _____ Permanent Status _____ <div style="display: flex; justify-content: space-between;"> <div>_____ Non-tenure Earning _____</div> <div>_____ Earning Perm. Status _____</div> </div>
18. Collective Bargaining Status	_____ In Unit _____ Out of Unit
19. Special Conditions of Employment	_____

20. Contact Person/Phone#	_____

The addendum on the reverse side of this page is made a part of this notice as if set out here in full. By acceptance of this appointment, the employee acknowledges that he/she has read the addendum.

To be accepted this appointment must be signed and returned to the President or representative within ten (10) days of offer.

Signature of Chair/Supervisor _____

Signature of Dean/Director _____ Date _____

PRESIDENT OR REPRESENTATIVE _____

Date of Offer _____

EMPLOYEE _____

Date of Acceptance _____

Processing Routing: Employment _____ Processing _____ Payroll _____ Records _____

ADM 8/19/04

ADDENDUM

All appointments to the academic and professional staff are subject to the constitution and the laws of the State of Florida, the rules of the Florida Board of Governors and the Florida Atlantic University Board of Trustees, and applicable collective bargaining agreements. The Florida Atlantic University Board of Trustees/United Faculty of Florida Collective Bargaining Agreement, hereinafter called "Agreement," at Article 6 prohibits discrimination against any employee based upon race, color, sex, religious creed, national origin, age, veteran status, disability, political affiliation, marital status, or employee rights related to union activity as granted under Chapter 447, Florida Statutes. Claims of such discrimination by the Board or the University may be presented by unit members as grievances pursuant to Agreement Article 20, Grievance Procedures. The signature of a unit member on this Notice of Appointment does not constitute a waiver of the right to process a grievance related to this Appointment under Agreement Article 20.

Employment under this Notice of Appointment is subject to satisfactory performance of assigned duties. This Notice of Appointment does not create any rights, interest, or expectancy in any other appointment, except as applicable under the Agreement. Appointment dates and type, salary rates, and percent FTE are listed in this Notice only to encumber funds and do not create any rights or expectancy of employment for any specified duration beyond that provided under the Agreement, as employment may end at any time pursuant to notice issued in accord with the Agreement or University rules and policies. For unit members employed in the categories identified in Article 12.2(b) of the Agreement, your employment under this offer will cease on the date indicated. No further notice of cessation of employment is required. At its option, the University may elect at any time to cancel the appointment of an out of unit faculty or A&P employee, without cause, with notice as provided in University rule 6C5-5.010.

Employees are obliged to report outside activity/conflict of interest pursuant to university rules and policies, or Article 19 of the Agreement. Employees may not engage in any outside activity that interferes with the full performance of their professional responsibilities and obligations to Florida Atlantic University.

DISTRIBUTION:

All Copies Must Include Front Page and Addendum

Originating Department provides **signed** copies to:

- Personnel Services – Original, plus one copy
- Employee
- Department/College
- President, Provost, or Vice President