



**HUMAN RESOURCES**  
 Personnel Action Form  
**Change/Leave/Reappointment**  
*Sample: Faculty Original Dept Chair  
 Assignment 9 to 12 month Salary Conversion*

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 PRC- Pay Rate Chng	Reason 1 912 9to12MthSalBas	Action 2 (if applicable) DTA-Data Chg	Reason 2 (if applicable) TTL TitleChange
	Current	New	Current	New
Effective Date		7/1/2016	Job Function	FAC Faculty
End Date		6/30/2017	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	Current	New
Campus/Dept	AKRON CHEMICAL ENGINEERING		AKRON CHEMICAL ENGINEERING	
Primary Title	PROFESSOR, CHEMICAL ENGINEERING		PROFESSOR, CHEMICAL ENGINEERING	
Secondary Title(s)			DEPT CHAIR, CHEMICAL ENGINEERING	

**COMPENSATION**

	Current	New		Current	New
Base Contract Rate	\$56,000	\$68,444	Account - %	200100 - 100%	
Contract Basis	9-month	12-month			
Grade					
Bargaining Unit	AAUP		Stipend Account - %:		201000 - 100%
Admin stipends Amount:		\$6,000			
Stipend Basis:		12-month			

**EMPLOYMENT DATA**

	Current	New		Current	New
Building/Room	CRH 114		Campus Phone	7630	
Campus Zip +4	+14101		First Level Supervisor	SUPERVISOR	NEW SUPERV

**COMMENTS/CONTINGENCIES/JUSTIFICATION FOR CHANGE**

CONVERSION OF SALARY FROM 9 TO 12 MONTHS, REMOVE FROM AAUP  
 ADDITIONAL TITLE OF DEPARTMENT CHAIR  
 TEMPORARY ADMINISTRATIVE STIPEND FOR DEPT CHAIR ASSIGNMENT, STIPEND TO END 6/30/2017

**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 \_\_\_\_\_