



HUMAN RESOURCES
 Personnel Action Form
Change/Leave/Reappointment
*Sample: Reappointment of Faculty Temporary
 Administrative Stipend
 (Additional Title with End Date)*

Empl ID: 1234567

Date Prepared: 4/15/2016

Preparer's Name: 6

PERSONAL DATA

Prefix	First Name	MI	Last Name	Suffix
DR	JANE	E	DOE	

JOB DATA

Previous Incumbent	Action 1 REAPPT- Reappoint	Reason 1 ADDL Add'l Title	Action 2 (if applicable) REAPPT- Reappoint	Reason 2 (if applicable) ADM AdminStip
	Current	New	Current	New
Effective Date		8/29/2019	Job Function	FAC Faculty
End Date		5/21/2017	Job Family	TEF - TEACHING FAC
Fac Ten Elig Dt			Temp or Reg	REGULAR
Job Req #			FT or PT	FT Full Time
Position # (reg)			Standard Hrs	40
	Current			New
Campus/Dept	AKRON LAW-INSTRUCTION			
Primary Title	PROFESSOR, LAW			
Secondary Title(s)	DIRECTOR, STRATEGIC INITIATIVES			

COMPENSATION

	Current	New		Current	New
Base Contract Rate	\$70,000		Account - %	201000 - 100%	
Contract Basis	9-month				
Grade					
Bargaining Unit					
Admin stipends Amount:	\$9,000		Stipend Account - %:	201000 - 100%	
Stipend Basis:	9-month				

EMPLOYMENT DATA

	Current	New		Current	New
Building/Room	MGH185		Campus Phone	7552	
Campus Zip +4	+3701		First Level Supervisor	SUPERVISOR	

COMMENTS/CONTINGENCIES/JUSTIFICATION FOR CHANGE

REAPPOINT TEMPORARY ADMINISTRATIVE STIPEND AND ADDITIONAL TITLE DIR, STRAT INITIATIVES

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 _____