

MEMORANDUM

To: Department Chairs

From: R. Craig Schnell, Ph.D.
Vice President for Academic Affairs

RE: Standardized Appointment Letters

Please read the instructions for using/adapting these letters carefully as the letter serves as the initial basis for the PTE process as well as other personnel actions.

Please use the following procedures for processing these letters:

- *submit* a **draft** copy of the appointment letter with each Request to Offer;
- *file* one of the original fully signed appointment letters in the individual's official personnel file in the dean's office;
- *include* a copy of the fully signed appointment letter with the Payroll 100 (or in some cases 101) form when it is submitted for signatures.

These standardized appointment letters are revised from time to time. Please check the Web prior to preparing your draft to be sure you are using the current version.