

Prepared by: _____	
Effective after Salary Sheet Submission (June/July)	
VPAA _____	BENF _____
PRSL _____	PAYL _____

BOWLING GREEN STATE UNIVERSITY CONTRACT ADDENDUM

FACULTY

ADMINISTRATIVE STAFF

NON-STUDENT LETTER OF APPOINTMENT

OTHER

Name: _____ BGSU Empl ID #: _____ Position #: _____

Dept/School: _____ Rank/Title: _____ Addendum Date: _____

HR Dept. # [CSS>Job Data>Work Location Tab]: _____ Employee Class: _____

Department Cost Center (DCC) or Project ID #: _____ Fund: _____ Account: _____

Contract Period: Academic Year Fall Semester Other (specify) _____

Fiscal Year Spring Semester _____

(Staff Only) Multi-year Contracts: Year _____ of _____ (i.e., one of five or 1 of 5 years.)

Effective Dates of Change (mm/dd/yy): Beginning _____ Ending _____

Until Further Notice

The terms and conditions of the contract/(re-) appointment of the above individual are hereby amended for the remainder of the current term of appointment as indicated below:

CHECK ALL THAT APPLY AND DESCRIBE:

Change in account numbers	Change in contract status, (e.g., from temporary to probationary)
Change in salary	Change in effective dates of contract
Change in title	Resignation/Retirement
Change in assignment	Other (specify) _____

Overload: Course _____ Credit Hours/FTE _____

Overload Rate: _____ Total Overload Salary _____

Check here if consecutive overload and obtain signature of VPAA below

Fiscal Year Employees Only:	Is course scheduled during work hours?	Yes	No
	If yes please indicate below how time will be made up.		

DESCRIPTION OF CHANGES:

FROM: Salary: _____

% Full-Time: _____

Other: _____

TO: Salary: _____

% Full-Time: _____

Other: _____

Description/Comments:

Signature, Contracting Officer

Date

Signature
Contracting Officer of employee
(If different from Contracting Officer of work assignment)

Date

xc: employee

Signature, VPAA
(for consecutive overload)

Date