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 salary
Change in title
Change in assignment
Change in contract status, (e.g., from temporary to probationary)
Change in effective dates of contract
Resignation/Retirement
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 Date

Contracting Officer of employee

(If different from Contracting Officer of work assignment)

xc: employee

Signature, VPAA Date

(for consecutive overload)