

LAKE SUPERIOR STATE UNIVERSITY

Request for Appointment Letter

Please prepare an appointment letter for:

Street Address:

City, State, Zip Code:

Hire Date:

Position/Rank:

Department:

Supervisor's Name and Title:

Is this position grant funded? Are moving expenses paid? Amount:

Deadline for candidate's acceptance of position:

SALARY INFORMATION

VERIFICATION OF SALARY

A/P Exempt Salary:

Human Resources Office/President

A/P Non-Exempt Hourly Rate:

Human Resources Office

Support Staff Hourly Rate:

Human Resources Office

Faculty Salary:

Provost & VP for Academic Affairs/President

Salary Effective Thru:

APPOINTMENT

Academic 12-Month 9-Month Probationary

Temporary Part-Time

End Date: FTE

A/P 12-Month 10-Month 9-Month Temporary

Exempt Non- Exempt Regular Part Time

End Date: HRS/week

Support 12-Month Less than 12-Month

Regular Full-time Part Time

HRS/week

Job duties, responsibilities, special assignments, or conditions to be listed:

Verification of Affirmative Action Procedure: _____

Signed by Requestor

Date

Attach EEO memo and forward to Human Resources Office