Purdue University

ADMINISTRATIVE/PROFESSIONAL APPOINTMENT

_____ CAMPUS

NAME: _____
Last First Middle

TOTAL FTE: _____

DEPARTMENT(S): _____

POSITION CLASSIFICATION: _____ TITLE: _____

PERIOD OF APPOINTMENT: BEGINS: _____
(Month) (Day) (Year)

ENDS: _____*
(Month) (Day) (Year)

*30 June of initial contracting year for fiscal-year appointments; Spring Commencement of the initial contracting year for academic-year appointments; or other ending date prior to 30 June of initial contracting year.

ANNUAL RATE OF PAY FOR THIS APPOINTMENT: _____ on an academic/fiscal-year basis ("X" out word that does not apply).

Are there any other agreements affecting the terms and conditions, not covered by this document: ___ YES; ___ NO. If "YES," attach documentation of these agreements. On the following line(s), list the document(s) attached.

Attachments: 1. _____

2. _____

3. _____

The individual named above is hereby appointed to the administrative/professional staff of Purdue University for the period stated above, and hereby accepts such appointment on the terms and conditions provided herein and in Executive Memorandum No. B-55 (Terms and Conditions of Employment of Administrative and Professional Staff), or succeeding documents, which by this reference is made part of this Agreement. This Agreement will become effective when it is signed by the individual named above, approved by the Board of Trustees, and signed by the President (or duly authorized designee).

Extension of an administrative/professional appointment is governed by the provisions of Executive Memorandum No. B-55, as revised or supplemented from time to time. Except as noted above, this Agreement and Executive Memorandum No. B-55 contain all of the terms and conditions of employment.

The undersigned appointee understands that it is his/her responsibility to become acquainted with those Executive Memoranda which are related to Purdue employment, including, but not limited to, B-4, B-10, and the Faculty and Staff Handbook, receipt of which is hereby acknowledged.

AGREED:

_____ _____
(Appointee) (Date)

_____ _____
(Department Head) (Date)

APPROVAL RECOMMENDED:

_____ _____
(Dean/Vice Chancellor/Director) (Date)

_____ _____
(President or Designee) (Date)