

Year	<h1>Summer Chairperson Designation Form</h1>			Control Number
Department		Budget Information		
		Budget Unit	Expense 100	
Employee Information				
Last Name		First Name		Empl ID
Currently serving as the bylaw department chairperson?  <input type="radio"/> Yes <input type="radio"/> No	If yes, indicate end of current term of service:  June 30, 20____	Full-Time Title:		
		Annual Salary:	\$	
<i>Calculating Summer Chair Hourly Rate:</i> Annual Salary ÷ 9 ÷ 120 = Hourly Rate		Calculated Hourly Rate	\$	
Appointment Information				
Start Date	End Date	Appointment Hours	Total \$	
Is your service as Summer Chairperson continuous?  <input type="radio"/> Yes <input type="radio"/> No*  <i>* If no, please submit a separate designation form for each period of Summer Chair service.</i>				
<b>Note:</b> A department may have more than one Summer Chairperson over the course of the summer, but those individuals cannot have overlapping appointment start and end dates. The start and end dates for a Summer Chairperson and a Summer Deputy Chairperson may overlap.				
Authorizations				
Department Chairperson (or Dean, if appropriate)  <input type="radio"/> Approved <input type="radio"/> Denied		Associate Provost for Faculty and Administration  <input type="radio"/> Approved <input type="radio"/> Denied		
Signature	Today's Date	Signature	Today's Date	
Comments – HRS		Comments – Payroll		Comments – Budget/FRR