

Year	Summer Chairperson Designation Form	Control Number
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Department	Budget Information	
	Budget Unit	Expense 100

Employee Information

Last Name	First Name	Empl ID
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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	\$
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Appointment Information

Start Date	End Date	Appointment Hours	Total
			\$

Is your service as Summer Chairperson continuous?

Yes No*

** If no, please submit a separate designation form for each period of Summer Chair service.*

Note: 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
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