



Request to Fill/Renew/Change a Letter of Appointment

This form is used to request or renew a Letter of Appointment. Please complete form, PRINT, SIGN (Department Chair) and FAX to Budget and Finance at 1-775-327-2396 or EMAIL to VPHSbudget@medicine.nevada.edu. Budget and Finance will send the form to UNSOM - HR. HR will obtain the Dean's approval and inform you when your request has been approved. **Employee must not start prior to approval. A CV must accompany this request.** Please check the box below if this request is an exception to policy.

Appointment Type	New	Renew	Change
Department Name			Exception
Employee Name			Over Q2 Other LBC more than 11 mos.
Level of Appt/Title			Physician Specialty
Salary Requested*	Monthly/Hourly/Annual Base		*If salary requested is higher than current salary or over Q2, please provide justification on separate sheet.
FTE**	Or	Hourly	**If FTE change, please provide justification on separate sheet
Hourly***			***Please include the estimated annual salary to be charged to each account
Account(s) to be Charged	FTE		FTE
	FTE		FTE
Pooled Position Number			JCC
Duration of Appointment	Start Date		Stop Date

The following items must be included - **attach separate sheet**

- 1) Justification for Hire
- 2) Justification for Exception, if applicable
- 3) Job Duties
- 4) Work Schedule

Is malpractice needed?

Yes No

Is credentialing needed?

Yes No

If yes - contact UNSOM Credentialing Office

It is UNR policy that a Letter of Appointment

An LAC can be employed up to 90 days at 100% FTE. After 90 days they must be reduced to 48% FTE or below.

An LBC must be employed at 50% FTE or greater. The appointment may be for up to 11 months. They can be employed the first 90 days at up to 100% FTE. After 90 days they must be reduced to between 50% and 80%.

Dept Chair - Date	Budget - Date	Dean - Date
222111 Temp Faculty - Med School	222333 Temp Faculty - Resch	222555 Temp Faculty - Tch/Non Credit
222222 Temp Faculty -Tch/Credit	222444 Temp Faculty - Admin	222888 Temp Faculty - Other