

R-I-T Department of Human Resources Employee Action Form

LECTURER APPOINTMENT CHANGE – FACULTY

Demographic Information

Name:	Employee No.:
Department:	

Type of Change: Renewal with same appointment period

Use for renewals for a Lecturer, Senior Lecturer or a Principal Lecturer with a multiple year appointment

Renewal with change in appointment period

Use for all renewals for a Lecturer, Senior Lecturer or Principal Lecturer with any change to their current appointment period.

Note: For all Non-renewals a Faculty Termination EAF must be submitted prior to the end of the appointment period

Current Information	New Information
Rank (select one): <input type="checkbox"/> Lecturer <input type="checkbox"/> Sr. Lecturer <input type="checkbox"/> Principal Lecturer	Rank (select one): <input type="checkbox"/> Lecturer <input type="checkbox"/> Sr. Lecturer <input type="checkbox"/> Principal Lecturer
Appointment Start Date:	Appointment Start Date:
Appointment End Date:	Appointment End Date:
Appointment Period (select one): <input type="checkbox"/> One Year <input type="checkbox"/> Two Year <input type="checkbox"/> Three Year <input type="checkbox"/> Four Year <input type="checkbox"/> Five Year	Appointment Period (select one): <input type="checkbox"/> One Year <input type="checkbox"/> Two Year <input type="checkbox"/> Three Year <input type="checkbox"/> Four Year <input type="checkbox"/> Five Year

Approval Signatures

Completed By: Print Name	Ext.:	Date:
1 st Approval (required) Print Name	Date:	
2 nd Approval (optional) Print Name	Date:	
3 rd Approval (optional) Print Name	Date:	

When to use this Form:

Renewal for same Appointment Period

- Use ONLY for a Lecturer, Senior Lecturer or a Principal Lecturer with a multiple year appointment.
 - Example: A Senior Lecturer in the second year of a three year appointment and the department will be renewing the appointment for an additional three years.
 - Example: A Lecturer in the first year of a two year appointment and the department will be renewing the appointment for an additional two years.

Change in Appointment Period

- Use ONLY for a Lecturer, Senior Lecturer or Principal Lecturer whose period of appointment is changing. Do NOT use for changes in Rank.
 - Example: A Lecturer currently on a one year appointment period will be moving to a two year appointment for the next academic year.
 - Example: A Senior Lecturer currently in the second year of a three year appointment and will be moving to a two year appointment beginning the next academic year.

Notes:

This form is not required for renewing Lecturers on an annual appointment period. Annual appointments will renew automatically.

Do not use this form for a non-renewal of an appointment period. For all non-renewals you must submit a Faculty Termination EAF to terminate the employee.

Do not use this form for Promotions. Promotions will be handled in the normal process through the Provost's office.

How to use this Form:

This form must be completed and submitted to Human Resources as soon as the renewal determination is made but no later than 6/30.