

## Department letterhead

This is a sample of a memo that would be used if the appointment was being keyed after work was already completed. When possible, or appropriate, submit an appointment in advance, before work begins. Please contact OFA if you have any questions.

### FACULTY ADDITIONAL EMPLOYMENT

James Brown

#### Description of Duties:

Reviewed appeal documents with a committee and wrote a formal letter of the findings of that first review.

Or

- Reviewed an appeals document
- Worked with a committee
- Wrote a formal letter of review findings

(Both formats are acceptable, should not mention any other faculty by name)

#### Project Timeframe:

01-02-2024 to 02-31-2024 Or Spring 2024 (Both formats are acceptable)

#### Project Workload:

Average of 10 hours per week Or Workload equivalent of 3 WTU (Both formats are acceptable)

#### Project Compensation Amount and Frequency:

The faculty has successfully completed this work and should be compensated with a one-time payment of \$X.

#### APPROVED:

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Approver's name

Date

Approver's title