

**REQUEST FOR EXCEPTION TO THE LIMIT ON SUMMER APPOINTMENT\***

I, \_\_\_\_\_, hereby request permission to be employed by the  
(Name, typed or printed)  
University for the following summer period in addition to my academic year appointment:

From: \_\_\_\_\_ to: \_\_\_\_\_ at: \_\_\_\_\_% time.

I certify that the work will be performed during the period for which compensation is requested.

I understand that this summer appointment decreases or eliminates my vacation time for the year. I also understand that this appointment will be incorporated in the Faculty Activity Analysis System for documentation of compensation for personal services.

If an exception of more than 2½ months is being requested, this form along with written justification from the faculty member, the department head, and the dean must be submitted prior to the services being performed for approval by the Chancellor or designee.

\_\_\_\_\_  
Signature Date

**Approvals:**

\_\_\_\_\_  
Unit Executive Officer, Date  
Home Department

\_\_\_\_\_  
Dean, Date  
Home College

\_\_\_\_\_  
For the Chancellor Date

**Additional Approvals, *if applicable*\*\*:**

\_\_\_\_\_  
Unit Executive Officer, Date  
Appointing Department

\_\_\_\_\_  
Dean, Date  
Appointing College

**Additional Approvals, GRANT FUNDED ONLY:**

I certify that:

- a. Funds are available to pay the proposed summer appointment and that the work to be performed will be consistent with the objectives of the work approved by the sponsor.
- b. Any re-budgeting of available funds to permit this appointment will not interfere with previous commitments to student support, equipment acquisition, service contracts, etc.
- c. If funds are from an external sponsor, the sponsor's rules permit the proposed appointment.

\_\_\_\_\_  
Principal Investigator's Signature Date

\*This form is required for faculty who currently hold a 2/9ths summer appointment @ 100% rate and are requesting approval for an additional one-half month or more of summer employment in excess of the 2/9<sup>th</sup> rate. It is also required for graduate students who held an appointment of 50% or more for the prior academic year (fall & spring) and who exceed 2/9ths summer @ 67% rate. This form must be submitted prior to the services being performed for approval by the Chancellor or designee.

\*\*This applies to individuals who are being employed in a unit outside of their home unit for the summer.