**CLASSIFIED EMPLOYEE**

Name and Address: Date:

MEMORANDUM OF APPOINTMENT, 20\_\_ - 20\_\_ Fiscal Year

The Board of Regents of The University of Texas System has authorized your appointment to the following position at The University of Texas \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

|  |  |  |  |
| --- | --- | --- | --- |
| **Administrative Title** | **Percent Time** | **Budget Period** | **Salary** |
|  |  |  |  |

This appointment is subject to the *Rules and Regulations* of the Board of Regents of The University of Texas System, Regental and U. T. System policies, the rules and regulations of the University, and applicable state and federal laws. The salary is the gross salary for the indicated budget period only and is subject to deductions required by state and federal law and, if permitted by law, other deductions that you authorize.\*

Please indicate acceptance of this appointment by signing and dating the attached copy of this Memorandum in the space indicated below and return it to the Office of the \_\_\_\_\_\_\_\_\_\_\_\_ by September \_\_\_\_\_, \_\_\_\_\_\_, in order that your name may be placed on the payroll for the next fiscal year.

A revised Memorandum will be sent if there is a change in your status during the indicated budget period. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, President

I accept this appointment Date:

\* **Optional insert: The obligation of the University for payment of all or any portion of the salary that is payable from contracts or grant funds is dependent upon receipt of those funds.**

Last Updated: May 1, 2013

(Academic Affairs Form 7)