

ACADEMIC ADMINISTRATOR FUNDING REQUEST MEMO TEMPLATE

PLEASE REMOVE HEADER AND ALL TEXT IN ITALICS AND PUT MEMO ON LETTERHEAD

[DATE]

To: David Marshall
Executive Vice Chancellor and Provost

From: Requester Name, Title, Unit

Re: Funding Request for *[Appointment Title]*, *[Appointment Unit]*,
[Name of person proposed for the appointment, if known]

Please be sure your memo includes information noted below.

Once this funding request is approved, please follow 'Academic Administrator Appointments - Guidelines' to submit an appointment request.

OVERVIEW OF ADMINISTRATIVE RESPONSIBILITIES

Explain the overall administrative responsibilities for this academic administrator position.

SUMMARY OF (PROPOSED OR EXISTING) APPOINTMENT

Note appointment percentage and the name of the proposed academic administrator (if known).

TERMS OF APPOINTMENT

Include appointment start date, end date, and number of months/years of appointment.

PROPOSED COMPENSATION ELEMENTS

Provide details of the compensation associated with this position including:

- *monthly and yearly stipend amount (if any)*
- *course replacement amounts (if any) and number of courses or % time of position*
- *LAFS to be used for UCPath entry for each element of compensation*

PROPOSED COMPENSATION FUNDING

Provide details of the amounts that are being requested from the EVC and list all other funding sources for each element of compensation.

PROPOSED COMPENSATION CHANGES TO EXISTING APPOINTMENT *(if applicable)*

Provide a description of all proposed compensation changes to the appointment.

ADDITIONAL INFORMATION *(optional)*

Include any other information needed for review of this funding request.