UF Office of Human Resource Services
UNIVERSITY of FLORIDA

# NOTICE OF APPOINTMENT

**Date of Issue**_____

All TEAMS appointments are subject to the Constitution, the laws of the State of Florida, the rules and regulations of the Florida Department of Education, the Board of Governors, and the University of Florida Board of Trustees. If you are a current University of Florida employee, this TEAMS appointment is offered only on the condition that you are an employee in good standing with the University and have not received a notice of layoff, dismissal, or non-reappointment.

A TEAMS staff member may not engage in any outside activity that interferes with the full performance of professional responsibilities or other institutional obligations, in keeping with UF Rule 6C-1.011, which governs disclosure and regulation of outside activities and financial interests. As of this date (please check):

☐ 1) I have no outside activities to report.

☐ 2) I have submitted a Disclosure of Outside Activities and Financial Interests (Form OAA-GA-L-267*) to the chair/supervisor or dean/director.

☐ 3) My Disclosure of Outside Activities and Financial Interests (Form OAA-GA-L-267*) is attached.

* Available at http://www.aa.ufl.edu/aa/Forms/AAFormOutsideAct.pdf

**The President has approved the appointment of:**

| NAME | JOB CODE | TITLE |
|---|---|---|
| | | |

| UFID | COLLEGE/SCHOOL/DIVISION | DEPARTMENT |
|---|---|---|
| | | |

| FTE | APPOINTMENT RATES* (Hourly for non-exempt; annual for exempt) | APPOINTMENT DATES* |
|---|---|---|
| | | |
| | | |
| | | |

**Qualifying Remarks:**

The appointee shall sign this appointment and return the original to the administrator of the unit within 20 days of the issuance by the department and retain a copy for him/herself.

This notice of appointment is considered ongoing unless you are otherwise notified.

Your salary is not linked to your appointment and your compensation throughout your employment will be adjusted as appropriate, including and in accordance with legislative or University increases as mandated.

* Appointment dates and rates are only listed for encumbering funds and do not create any rights or expectancy of employment through the dates listed since employment may end sooner if notice is issued in accord with rules, regulations, or policies of the University of Florida Board of Trustees, Florida Department of Education, or the Board of Governors.

Signed: _____
VICE-PRESIDENT (WHERE APPLICABLE-TYPED) SIGNATURE DATE

Signed: _____
DEAN/DIRECTOR (TYPED) SIGNATURE DATE

Signed: _____
DEPARTMENT CHAIR/SUPERVISOR (TYPED) SIGNATURE DATE

Signed: _____
EMPLOYEE SIGNATURE DATE