

# Offer Letter Table

|                                                                                                                                                                                                                                                       | Offer Letter Required? |                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------|
|                                                                                                                                                                                                                                                       | YES                    | NO                 |
| <b>APPOINTMENTS</b> (Faculty and Non-Faculty Academics)<br>Paid appointment 50% effort or greater*<br>Paid appointment less than 50% effort<br>Postdoc → Academic Appointment<br>Students/Interns/Residents → Academic Appointment<br>WOS appointment | X<br><br>X<br>X        | <br><br>X<br><br>X |
| <b>CHANGE IN SERIES</b>                                                                                                                                                                                                                               | X                      |                    |
| <b>CHANGE IN STATUS</b><br>Paid Appointment → WOS<br>WOS → Paid Appointment                                                                                                                                                                           | X                      | X                  |
| <b>INTERCAMPUS TRANSFER</b><br>Appointment (Recruiting Campus' Responsibility)                                                                                                                                                                        | X                      |                    |
| <b>NON-SENATE EMERITUS</b>                                                                                                                                                                                                                            |                        | X                  |
| <b>POST RETIREMENT/RECALL</b>                                                                                                                                                                                                                         |                        | X                  |
| <b>VISITING TITLES:</b><br>Appointment 50% or greater<br>Appointment less than 50%                                                                                                                                                                    | X                      | X                  |

\*Include APM 137 language as appropriate