**Extension of Pre-Six Lecturer Appointment – Template**

Date

TO: First Name, Last Name

Dean

Division/School of XXXX

FROM: First Name, Last Name

Professor and Chair

Department/Section of XXX

SUBJECT: Extension of Pre-Six Lecturer Appointment for XXX XXXX

The Department/Section of XXXX requests the extension of Dr./Mr./Ms. XXX’s [Fall/Winter] quarter 20XXX appointment through [Winter/Spring] quarter 20XX (service period: Month XX, 20XX, through Month XX, 20XX) to teach *Name of Course* at XX%. Because *Course Number* has a predicted enrollment of over 200 students, the course represents 50% effort. [OR] Since this is Dr./Mr./Ms. XXX’s first time teaching the course it will represent 50% effort.

[Include summary of candidate’s qualifications to teach course.]

We ask that if the request is approved Dr./Mr./Ms. XXX is compensated at an annual salary rate of $XX, XXX (7/1/20XX salary scale) on an academic year basis at XX%. The total pay for

teaching this course will be $XX,XXX.

Thank you for your consideration

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Date

Title

Department/Section of XXXX

I accept the terms of the proposed change(s) to my appointment as indicated above.

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Appointee Date

Title

Department/Section of XXXX

Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean Date

Division/School of XXX