

# INSTRUCTIONS RECOMMENDATION FOR APPOINTMENT FORM (RAF) Sections A & B

## PLEASE NOTE

<sup>TM</sup> Check the box at the top left corner if Section C is not applicable and will not be submitted with Section A & B

x

- f* Inter-Divisional call if employee has been called from another Adventist world division to serve at Andrews University (NAD)
- f* Independent Transfer if employee is independently moving from another Adventist world division
- f* No denominational connection if employee has no prior denominational service outside of AD

2. New/Transfer/Internal Transfer ONLY

- x New Budget position is newly approved in the department
- x Replacing Budget employee is replacing a previous employee in this position, also indicate employee Name and ID# to be replaced

3. Incumbent ONLY check all that apply

- x Hourly to Salary employee's classification is changing from hourly to salary
- x Change in Title employee has a change in position title
- x Change in Grade and/or Step employee has a grade change (Staff), grade and/or step change (Faculty)
- x Change in Appointment % employee has a change in percentage of full salary appointment
- x Change in Salary employee has a change in salary
- x Change in Lab Distribution employee's salary is to be charged to a different organization # or will be distributed differently
- x Other: please indicate other change

SECTION B: EMPLOYMENT & COMPENSATION

- x Title: indicate title of position, for additional academic title for faculty, enter in Section C
- x Dept Name and Org #: indicate department name and finance organization number for supervisory responsibility
- x Select one of the following:
  - f* Administrator: for high-level administrative positions (e.g. Vice Presidents, Deans)
  - f* Faculty for teaching appointment positions (includes Chairs)
  - f* Staff: for staff appointment positions (includes Directors)
- x Amount Budgeted: amount budgeted for position
- x Annual Salary Rate: annual salary approved by Compensation Analyst (St7.9p0 y "#g" 1yzFçãV

## APPROVALS

1. Obtain signature approvals from the following before submission
  - x First Level Supervisor: employee's immediate supervisor (IMPORTANT: enter ID#)
  - x Next Level Supervisor: supervisor of employee's immediate supervisor (IMPORTANT: enter ID#)
  - x Vice President (for non-academic areas) or Chief Academic Officer (for academic areas) (Tc 0.003 > 77.3 (u)5.2 (p)5.3 (er

