

<b>For use by the Library.</b>	
The purpose of this form is to renew an appointment when all parameters remain the same as in the current assignment. (i.e. job code, time base, compensation, funding, etc.)	
<b>TO BE COMPLETED BY HIRING DEPARTMENT</b>	
<b>Form Completed By :</b>	<b>Phone Number :</b>
<b>Appointment</b> (as listed in PeopleSoft or on Social Security Card)	
<b>Employee Name:</b>	
<b>Empl ID:</b>	
<b>Department Name:</b>	<b>Department #</b>
<b>Start Date:</b>	<b>End Date:</b>
All other parameters of the assignment remain the same as currently appointed.	

<b>TO BE COMPLETED BY HIRING DEPARTMENT APPROPRIATE ADMINISTRATOR</b>	
<b>Print Name:</b>	<b>Date:</b>
<b>Signature:</b>	
<b>TO BE COMPLETED BY AVP FOR FACULTY AFFAIRS AND SUCCESS</b>	
<b>Print Name:</b>	<b>Date:</b>
<b>Signature:</b>	
<b>FACULTY AFFAIRS USE ONLY</b>	<i>cc: Personnel Action File</i>
<b>Approved and Keyed into PeopleSoft:</b>	<b>Date:</b>

Submit to: [fappoint@sonoma.edu](mailto:fappoint@sonoma.edu)