

<b>For use by Athletics, Counseling and Psychology Services.</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>	
Form Completed By :	Phone Number :
<b>Appointment</b> (as listed in PeopleSoft or on Social Security Card)	
Employee Name:	
Empl ID:	
Department Name:	Department #
Start Date:	End Date:
All other parameters of the assignment remain the same as currently appointed.	

<b>TO BE COMPLETED BY HIRING DEPARTMENT APPROPRIATE ADMINISTRATOR</b>	
Print Name:	Date:
Signature:	
<b>TO BE COMPLETED BY VICE PRESIDENT FOR STUDENT AFFAIRS</b>	
Print Name:	Date:
Signature:	
<b>ACADEMIC PERSONNEL USE ONLY</b>	
<i>cc: Personnel Action File</i>	
Approved and Keyed into PeopleSoft:	Date:

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