

From: [Anderson, Paul \[BSDI\] - ADM](#)

To:



Subject: additional administrative step, appointive actions for Research Associates

Date: Friday, May 08, 2015 11:03:49 AM

Importance: High

Dear Colleagues,

Effective immediately, all proposals recommending the appointment, reappointment, or promotion of Research Associates with parenthetical professorial ranks (or recommendations for a salary increase) must include a signed attestation from a departmental administrator verifying that there is funding available for the duration of the proposed term. This endorsement will provide a record of assurance that there are sufficient funds available in the relevant accounts for the term of the proposed appointment.

I am happy to address any questions about this new administrative step.

Paul

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