1-4 G APPOINTMENT - Joint WOS or Additional WOS

cc: both departments –New, Home, in that order.

Always use their HOME DEPT IN THE ADDRESS and not the department they’re going to share time with.

[See Appendix A for more information](file:///%5C%5Cad.uci.edu%5Cuci%5COAA%5CAP%5CFiles%5CShared%5CDesk%20Letter%5CGeneral%5CAppendix%20A.docx)

Professor \*

Department of \*

School of \*

Dear Professor \*:

I am pleased to advise you that I have approved your additional appointment with the Department of \*, in the School of \*.

Your position will be \*, Step \*, without salary. This appointment is effective \* and ends \*.

Chair \* and I appreciate your willingness to give of your time and look forward to your participation in the Department of \*.

Sincerely,

Joint Dean’s Signature block

cc: Home Dean \*

 Home Chair \*

 Joint Chair \*

 Home CPO\*

 Joint CPO\*

 Academic Personnel