FORM UP-3
C2629-778
Rev. 06/11

STATE UNIVERSITY OF NEW YORK

REQUEST FOR APPROVAL OF PROFESSIONAL APPOINTMENT

(CONTINUING AND PERMANENT STATUS AND SABBATICAL LEAVES)

INSTRUCTIONS

1. **Complete for all appointment processes requiring approval of the Chancellor or the Board of Trustees.**
2. **Forward one copy to the Director, University-Wide Human Resources**
3. **Appointments cannot be processed unless a copy of the appropriate Oath of Office is attached.**
4. **Use Remarks section for explanation of dual appointments with other campuses, academic rank for M/C appointees, etc.**

CAMPUS

EMPLOYEE

First Name | MI | Last Name | SUNY ID

Name Change Verification: First Name | MI | Last Name | Degrees Held

US. Citizen ☐ YES ☐ NO, IF NO: Applied for First Papers: ☐ YES ☐ NO Non-Citizen: Visa Type Has Immigration Authorized Employment? **N/A**

PRIOR SERVICE

Prior Service In State University

Date		Title	Campus
	-		
	-		
	-		

Granted SUNY Prior Service ☐ YES ☐ NO

Non-SUNY Prior Service Credit (Academic Staff): a. Number of Years | b. Institution(s)

Granted Non-SUNY Prior Service ☐ YES ☐ NO

Title, Salary and Employer (if known)

APPOINTMENT

Title

Division and Department

Employee Status ☐ Management/Confidential ☐ Academic Employee ☐ Professional Employee

Item No., Budget Title and Grade

Status ☐ Continuing ☐ Permanent

Salary and Effective Date

Previously Granted ☐ Continuing ☐ Permanent

LEAVE

Type ☐ Extended Sick ☐ Maternity Extension ☐ With Pay: Salary Rate

Period of Leave From: To:

Early Consideration (Letter from employee must be attached) ☐ YES ☐ NO

OATH OF OFFICE

Academic Staff: Form B69R ☐ All Others: G 110-665 ☐ Attached ☐

Retro Date?

☐ Yes ☐ No COMMENTS: (Explanation is necessary and will be evaluated. Attach a separate sheet of paper if necessary)

REMARKS (Attach a separate sheet of paper if necessary)

APPROVED:

Campus President Date

UNIV.-WIDE HR-SUP ONLY

University-wide Human Resources

Reviewed By:

Date:

OATH OF OFFICE
☐ Received
☐ On File
Initials

APPROVED: CHANCELLOR **Date:**

Distribution: Forward one (1) copy to University-wide Human Resources, State University Plaza. (Upon completion of action, a copy will be returned to campus President)

☐ Campus (Pending) ☐ Retn. to Campus