

Request to Establish Contract Appointment

Definition: Section 250.80(b) of the Illinois Administrative Code (80 Ill. Adm. Code §250.80(b)) defines Contract Appointments as positions covered by a contract between an employer served by the University System and the State of Illinois, or other agency, where work is required to be performed at locations away from the premises of the employing College or University or its immediate environs. See Section 3.3 of the Employment and Separation Procedures Manual, Contract Appointments.

Please provide the following information (please print or type):

Classification _____

Program Name _____

Number of Position(s) _____

Position Number(s) _____

Location _____

Address _____

City/State _____

Submitted by: _____

Place of Employment: _____

Date: _____

It is our understanding this is a new position and that no current employee will be affected by this change and that standard hiring practices to fill a Contract Appointment will be followed.

Approved Not Approved

Executive Director or Designee Signature

Date

Note: Attach job description and any other supporting documentation.

Send completed form to: STATE UNIVERSITIES CIVIL SERVICE SYSTEM
1717 Philo Road, Suite 24
Urbana, IL 61802-6099