

Davis, Carolee

From: owner-oracle_hrms_users@colostate.edu on behalf of Davis, Carolee
[Carolee.Davis@colostate.edu]
Sent: Friday, September 28, 2007 3:06 PM
To: This list will send
Subject: HR QuickHelp 2: Appointment End Date Guidelines

All,

Appointment end dates are used to define the date through which an employee may be paid by the University. Not all employee types require this date. Although, your department or college may have more stringent rules that you should follow, the information below indicates whether an appointment end date (AED) is required and the maximum length of the reappointment.

Academic Faculty

Faculty/AP Records (491-4976)

Assg category: **Regular**; Tenure status: **Tenured** – AED not applicable

Assg category: **Regular**; Tenure status: **Tenure-track** – Required; reappointed automatically every year

Assg category: **Special** – Not required

Assg category: **Temporary** – Required; up to 2 years

Administrative Professional

Faculty/AP Records (491-4976)

Assg category: **Special, Regular** – Not required

Assg category: **Temporary** – Required; up to 2 years

State Classified

Cindy Donner (491-6875)

AED not applicable

Other Salaried

Faculty/AP Records (491-4976)

Job title: **Postdoctoral Fellow** – Required; up to 3 years

Job title: **Veterinary Interns** – Required; up to 1 year

Job title: **Clinical Psychology Intern** – Required; up to 1 year

Mike Tanfield (491-7207)

Job title: **Fellowship Grant Trainee** – Required; up to 3 years

Job title: **Veterinary Resident** – Required; up to 3 years

Graduate Assistant

Mike Tanfield (491-7207)

Required; up to 2 years

Non-Student Hourly

Mike Tanfield (491-7207)

Student at other institution: **No** – Required; up to 1 year

Student at other institution: **Yes** – Not required (Verification of Student Status at Other Institution form required)

Student

Student Employment (491-5714)

AED not applicable

Associates

Faculty/AP Records (491-4976)

Qualifier: **Affiliate** – Required; up to 3 years
Qualifier: **Guest** – Required; up to 1 year
Qualifier: **Joint** – Required; up to 3 years
Qualifier: **Visiting** – Required; up to 3 years

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