

# Department letterhead

## FACULTY ADDITIONAL EMPLOYMENT

James Brown

### Description of Duties:

Reviewed appeal documents with a committee and wrote a formal letter of the findings of that first review.

Or

- Reviewed an appeals document
- Worked with a committee
- Wrote a formal letter of review findings

(Both formats are acceptable, should not mention any other faculty by name)

### Project Timeframe:

01-02-2024 to 02-31-2024 Or Spring 2024 (Both formats are acceptable)

### Project Compensation Amount and Frequency:

The faculty has successfully completed this work and should be compensated with a one-time payment of \$X.

### APPROVED:

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Approver's name

Date

Approver's title