***Vice Chancellor for Research Office***

**PART TIME**

**Academic Appointment Certification**

Academic employment at less than full time affects benefits eligibility and salary. International visitors must meet the prevailing wage for employment at UCB and maintain health insurance for themselves and their dependents for the duration of their stay. This form must accompany all requests submitted to the Vice Chancellor for Research for appointment, reappointment or change in terms of appointment at less than 100% full-time.

**Appointee's Name**:       **Unit:**

**Title& Step**:

**Annual full-time Salary**:       **Percent Time**:       **Effective Dates**: From       to      .

**The appointee will not work full time for the following reason(s):**

PLEASE CHECK ONE

☐ Appointee has other employment inside/outside UCB and the UC system.

Name of employer (Please provide proof of employment):

☐ Appointee has requested part-time employment.

Reason:

☐ Limited funding available.

Fund Source:

☐ Other.

Please provide a brief explanation:

By signing below, the Principal Investigator and proposed appointee understand and agree to the conditions of employment stated above, if and when a formal offer of appointment is extended. The percent of time indicated above represents the actual effort expended, and there is no obligation to work more than this. Any proposed change in the appointee's percent of time must be reported to the Unit HR Manager, who will report to the PI’s Research Administrator. If funded on federal contracts and grants, Principal Investigators are responsible for accurately certifying the appointee’s time worked in the Effort Reporting System.

Appointee's Signature: Date:

PI’s/Supervisor’s Signature: Date: