Reset Form

SEATTLE UNIVERSITY

# Jesuit Faculty Stipend Request

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| **FULL LEGAL NAME:** Last Name | First Name | Middle Name | SU ID Number |

College/School: Department/Program:

**Dates of Service:**

Start Date: End Date:

The compensation to be paid to the Appointee by the University for the services rendered will be: $

Describe particulars regarding duties or services covered by this agreement:

This stipend is for a fixed sum and does not entitle the appointee to any University employee benefits, except as stated herein. Compensation for services will not be paid without prior written agreement between the individual and the University. Salary is paid based on the number of service days and work completed. In the event employment ceases during the contract term, an appointee's entitlement to salary shall be based on the number of service days and work completed as a percentage of the salary for the entire agreement.

This contract is subject to, and you agree to comply with, the terms, conditions, policies and procedures contained in the Seattle University Faculty Handbook (including any amendments) and all policies of the university, college or school, or department that apply to faculty. Services may be terminated by the Provost at any time and for any reason without appeal.

Please note that continued employment is subject to meeting appropriate authorization as required by the U.S. Immigration and Naturalization Reform Act of 1986.

Assignment of Compensation: You have informed the University that you desire to and hereby agree to assign your gross salary to the Jesuit Community at Seattle University in accordance with Article VI of the Bylaws of the University, adopted in 1971. All financial obligations of the University to you under this agreement shall be satisfied in full by such payment. These payments will be made according to the regular payment schedule of the University.

Other Terms: You understand and agree that your appointment and continued employment at Seattle University is contingent upon your continued assignment to Seattle University by the Provincial of the Oregon Province of the Society of Jesus who may terminate it at any time. Termination of such assignment shall terminate this appointment.

This agreement will not be effective unless signed by Appointee and appropriate Dean, nor may it be modified without the written consent of both the Dean and Appointee. This document supercedes any and all verbal agreements. Please retain a copy for your records.

Deadline: To ensure timely payment, Faculty Services must receive the completed Letter of Appointment before the first day of service. Ongoing service will be paid in multiple distributions according to the regular payment schedule of the University. (See schedule on Payroll or Faculty Services webpages.) Stipend forms submitted after the 10th of the month will be processed for payment in the next monthly pay cycle.

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| Department Chair/Program Director Date | Dean/Senior Administrator Date |
| Appointee Date | Rector - On behalf of the Jesuit Community at Seattle University, I agree to and acknowledge the Assignment of Compensation set forth above. Date |
| | Office of Research/Sponsored Projects (employees paid on grants only) Date |

**TO BE COMPLETED BY PREPARER:**

| Budget # | Account Code | Salary | % | Datatel Type: | | | | |
|---|---|---|---|---|---|---|---|---|
| | 50053 | | | STPS | | | | |
| | 50053 | | | STPS | | | | |
| | 50053 | | | STPS | First Payment | Year | Last Payment | Year |
| Pay Schedule: | | | | Pay Dates: | | | | |

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|---|---|
| LOA Prepared by: | |
| Date: | |
| Email: | |
| Tel: | |

Faculty Services Notes:

CC: Rector, VPF&A, Payroll (04/13)