



Published on *Policies and Procedures* (<https://policy.arizona.edu>)

[Home](#) > Appointment Procedures

Policy Contents

- [Policy](#)
- [Revision History*](#)

Policy Information

Last Revised Date:

July, 2015

Policy Number:

UHAP 2.06.01

Responsible Unit:

Faculty Affairs

Email:

facultyaffairs@email.arizona.edu [1]

Policy

Each year, after the Arizona Board of Regents has approved the University's budget, the institution distributes notices of appointment and notices of reappointment to all appointed personnel. The notices should be signed and returned to the Division of Human Resources no later than fourteen days following the date on which the notice was posted if the appointment is for the fiscal year, and no later than thirty days following the date on which the notice was posted if the appointment is for the academic year. Academic-year appointments are effective on or about August 15, fiscal-year appointments on July 1.

Revision History*

8/2000 "Office of Appointed Personnel" changed to "Department of Human Resources"

7/2015 "Department of Human Resources" changed to "Division of Human Resources"

Source URL: <https://policy.arizona.edu/employment-human-resources/appointment-procedures>

Links

[1] <mailto:facultyaffairs@email.arizona.edu>