1. Refer to the evaluation from Job and Organizational Design (JOD).

2. The length of the appointment should not exceed assured need or assured funding.

3. Initial appointments of greater than 12 months must include a probationary period of six to 12 months.

4. Indicate either a fixed or renewable term
   - **Fixed Term**: The appointment has a set start and end date. At the conclusion of a fixed term appointment, a reappointment may be offered, although there is no residual obligation to do so.
   - **Renewable Term**: Must be approved by Employment Services prior to offer of appointment.

5. Indicate the “Full-time Equivalent” (e.g. 0.5 FTE, 1.0 FTE). Appointments which are 14 hours per week or less and/or less than four months in length are excluded from the agreement and should be appointed using the Academic Term-Excluded appointment letter.

6. Salary must be within the evaluated salary range; refer to the evaluation from JOD. If the position is part-time, use the actual salary (not the full-time equivalent.)

7. Refer to the evaluation from JOD for the Level. The Department must declare the Range, A, B, or C, based on whether the position requires a basic, intermediate or expert level of related experience, knowledge, skills and abilities.

8. Special Conditions is intended only for terms in variance to the TRAS agreement, although any of the following may be included under this heading:
   - Eligible to apply for research funding as a co-applicant and/or hold projects.
   - Eligible for Professional Expense Allowance.
   - Reimbursement of relocation expenses in accordance with University policy, including funding sources.

9. The Chair is the appointing officer for a trustholder in a department. The Dean is the appointing officer for a Director, etc.

*All TRAS appointments must be evaluated, and a position number assigned, by JOD. The only exception are those under the Teaching/Research Family – contact Employment Services before an initial hire under this Family.*