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COM Request Form to Modify/Renew Staff/Postdoc Positions

Jeff Clark - 2024-09-09 - [Staff](#)

Request to Renew or Modify a Compensated Staff or Postdoctoral Fellow Appointment/Position

This form is used to request approval to renew or modify an existing compensated staff or postdoc appointment/position.

Requests Involving a Change in Salary: Upon the completion of this form with signatures, submit electronically to COM Finance (comfinance@health.fau.edu) for verification of funds. Following COM Finance's review and signature, submit with required attachments to the Senior Associate Dean for Finance and Administration, copying comdeansoffice@fau.edu. This request must be submitted at least four weeks in advance of the current appointment end date or the requested effective date of the appointment/position modification (pay period start dates highly preferred and required in some scenarios).

Requests with No Changes in Salary (i.e. title changes, position description updates): Upon the completion of this form, submit electronically with required attachments (i.e. revised job description) to the Senior Associate Dean for Administration, copying comdeansoffice@health.fau.edu.

Note: All requests are subject to the availability of funds and appropriate approvals (Provost's Office, FAU HR and in some cases, the President's Office).

Please download the attached file using the link below.

Attachments

- [COM-Request-to-Modify-Renew-Staff-Postdoc-Positions.pdf \(429.27 KB\)](#)