

Summer Salary Request

Revised 3/21/2022



This form is to be used by Texas A&M University faculty members to request approval of summer salary support that will result in payment of 12 months of salary for this fiscal year. **Forms are due by May 2, 2022.**

Faculty Member Name: _____ Faculty Member UIN: _____

Department: _____ College: _____

Request for Summer Salary - for period not covered by academic appointment

I hold a _____ academic appointment.

I request summer salary from _____ to _____, which will result in payment of 12 months of salary with no change in my academic appointment.

- Some portion of the summer salary will be sourced from funds other than Federal or State sponsored research funds. Sign the confirmation statement below and obtain your dean's signature.
- All of the summer salary will be sourced entirely from Federal and/or State sponsored research funds. Sign the confirmation statement below and obtain signatures from your dean and the Vice President for Research.

Summer Pay Details

Period / Month		Fund Source	% Effort	Comments: for grants/contracts, indicate funding agency, e.g., NIH, NSF, etc.
From	To			

- List of additional funding source(s) attached.

Confirmation Statement

I certify that to date during this fiscal year, I have only taken off on university holidays and inter-semester breaks. It is my intention that during the remainder of the fiscal year, I will only take time off on university holidays and inter-semester breaks. I understand that my employment for additional months during the summer to teach or do research does not change my appointment to a 12-month basis and that I am not eligible for paid vacation time.

Faculty Member Signature

Date

Department Head Name

Department Head Signature

Date

Dean Name

Dean Signature

Date

Agency Director Name

Agency Director Signature

Date

VPR signature is required when summer funding is sourced entirely on Federal and/or State sponsored research funds.

Dr. Jack G. Baldauf
Vice President for Research Name

Vice President for Research Signature

Date

Please send forms requiring VPR approval to timeandeffort@tamu.edu