

Changes in Personnel Assignments for Extension and/or Research Functions

Any personnel project assignments additions or shifts will require a memo from the faculty member or extension educator, cosigned by the unit leader (where appropriate). The memo should be sent directly to Rachel Unger, runger@psu.edu or to 217 Ag Admin, and include:

- 1) an explanation of how their efforts will contribute and fit into the requested project/specific objectives;
- 2) the amount of time to be charged to the project;
- 3) where that amount will come from; and
- 4) when the change should be effective.

All requests will be reviewed and presented to the appropriate area for consideration. After review, the unit leader, faculty member or extension educator, and Debbie Rowley will be notified of the approved action.

The original memo will become part of the project file and will be available for auditors review.

If you have any questions regarding this procedure, please contact Rachel Unger, runger@psu.edu or 814-865-3136.