



UNIVERSITY
of HAWAII®
SYSTEM

Office of the Vice President for Research

December 10, 2008

TO: New University Employees Supported by Extramural Funds

FROM: James R. Gaines *James R. Gaines*
Vice President for Research

SUBJECT: Appointment End Date

Welcome to the University of Hawai'i. We look forward to a productive and rewarding association.

As you were advised by your supervisor, your appointment is temporary and subject to the needs and funding availability of the research project to which you are providing services. Therefore, you are not assured of continued employment beyond the end date of your current appointment.

Should there be continued need for your services and availability of funding, you will be so advised by your supervisor, and the requisite action to renew your appointment will be executed. Please do not assume that your employment will be continued in the absence of such action. To comply with federal funding guidelines, your employment on the current project account cannot continue beyond the end of the current appointment period unless there is an administrative reappointment. In this context, the University has established a system-wide process to ensure that payroll charges are not made against project accounts that have lapsed. Principal investigators, fiscal officers, and other appropriate administrators will be provided advanced notice of the approaching date of termination of project accounts. This provides ample time for responsible parties to take appropriate action to continue your employment, as appropriate.

We appreciate your important contributions to the University's research mission.

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