

# Western Nevada College

## Letter of Appointment (LOA) Position Description and Salary Justification Form

**Procedure:** Please complete and submit to the appropriate Director and Appointing Authority for signature. LOA positions are part-time professional positions of less-than 20 hours per week and less-than 1040 hours in a fiscal year. Persons exceeding these limits may become eligible for health insurance and retirement.

Department: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Cost Center: \_\_\_\_\_

Requested Title: \_\_\_\_\_

Requested person (if applicable): \_\_\_\_\_

**List Duties and Responsibilities** (include extent of supervision received and examples of discretion and judgment exercised.):

**List Required Minimum Qualifications** (Please note: LOA positions are professional positions requiring a minimum of a Bachelor's degree or an equivalent combination of education and experience or "training, experience or knowledge in a field of science, learning or occupation customarily acquired by a course of specialized intellectual instruction, studies or experience." See [Board of Regents Handbook, Title 4, Chapter 3, Section 2.d.](#)):

**Requested Salary:** \_\_\_\_\_

**Explanation for Requested Salary** (Please explain how the salary for the position was determined.):

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date