

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