

SAMPLE
ENDOWMENT HOLDER RBC APPOINTMENT LETTER
(Submit to the Office of Faculty Affairs and Development)

(Date)

Kevin A. Morano, PhD
Senior Vice President of Academic and Faculty Affairs
UTHealth Houston

Dear Dr. Morano:

This is to recommend that **(Holder's Name)**, **(Rank, Department, and School)**, be appointed to the **(Title of Endowment)** effective **(Date)**. To set up the account for this endowment, the following financial information is provided:

Base Salary of Holder:	\$
Supplemental Salary for Holder:	\$
Augmentation for Holder:	\$
HRMS Department ID:	XXXXXXXXXX

The total compensation has **(not increased OR increased by \$X, XXX.XX due to a supplement from the endowment.)**

Upon your approval, a Request for Budget Change will be submitted to the Chancellor for Health Affairs for UT System approval.

Thank you for considering this request.

Sincerely yours,

(Associate Dean for Management or Dean of School)
(School)

APPROVED: _____ Date _____

Kevin A. Morano, PhD
SVP, Academic and Faculty Affairs