

**Memorandum of Agreement**

The (college/school) intends to hire for the (position name) to begin (month/year), at a proposed annual salary of (dollar amount), funded from restricted/endowment account number (account). This position is being hired for the \_\_\_\_\_\_\_\_\_\_\_program/center/institute. Continuation of the position will be determined annually based on the achievement of program goals as identified below.

The purpose and goals of this position are: (insert statement of purpose and goals the new position supports)

This position is approved with the following considerations.

1. Dean agrees to annually review the need for the position.
2. Funding for this position must be provided by College/School restricted/endowment accounts.
3. If restricted/endowment funds can no longer support the funding and other sources of restricted/endowment funding cannot be identified to fund the position, the position will be eliminated. Unrestricted funds may not be used to supplement this position.
4. If restricted/endowment funding for this position is unavailable, reassignment of the position to a current position line is acceptable with approval of the Dean and Provost.

I agree to the conditions outlined above.

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Name (Dean) Date

Permission is approved to post for the position.

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Kimo Ah Yun, Provost Date

