

Rice University
ACADEMIC SALARY PAYMENT
12 Month Option
(For Tenured/Tenure-Track Faculty Members Only)

Name _____

Employee ID # _____ Department _____

Tenured/Tenure-Track faculty who would like to have their salaries paid over twelve months must make an election by the first day of the month in which they begin work (i.e., Tenured/Tenure-Track faculty who begin teaching in mid-August must make this election no later than August 1st).

Please note that your 9 month academic salary (August 16 to May 15) will be paid out over 12 months of the full fiscal year (July 1 to June 30).

Please fax or send the form to the Human Resources Department at 713-348-5479 or MS 92. This election is *irrevocable and will be effective immediately.*

I elect the twelve (12) month option

Signature

Date