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Bishkek, Kyrgyzstan

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**Human Resources Office**

Chyngyz Shamshiev \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President/ Chief Operating Officer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President of Academic Affairs

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contract Renewal for Local Faculty**

I recommend the contract renewal with\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **№** | **Program\*** | **Position** | **Period** | **Number of credits** | **Basis for recommendation** |
|  |  |  |  |  |  |

**Faculty’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**$1=\_\_\_\_\_\_\_\_\_\_ KGS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Grant(s) name\*** | **Budget line** | **Budget sub-line** | **Salary per month for \_\_\_\_ credits,**  **Gross** | | **17,25%** | **Total, per month** | **Total per period (salary), KGS** |
|  | | *To be filled in by Finance Office(FO)* | | |
| **USD** | **KGS** |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Initiator\* Head of Office, Department Chair, Program Director** | | | |
| **Name** | **Position** | **Signature** | **Date** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Approved by Department Chair, if Initiator is Program Director** | | | |
| **Name** | **Position** | **Signature** | **Date** |
|  |  |  |  |

**Received by:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **№** | **Name** | **Position** | **Signature** | **Date** |
| 1. |  | HR Coordinator |  |  |

**Approved by:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **№** | **Name** | **Position** | **Signature** | **Date** |
|  |  | Accountant |  |  |
|  |  | Chief Accountant |  |  |
|  |  | Deputy Financial Director / Head of Accounting |  |  |
|  |  | Senior Financial Analyst/ Financial Analyst |  |  |
|  |  | Grants Office Specialist (if expenses are covered by grant)\* |  |  |
|  |  | Deputy Director of Grants Coordination Office (if expenses are covered by grant)\* |  |  |
|  |  | Director of Grants Coordination Office (if expenses are covered by grant)\* |  |  |
|  |  | HR Director |  |  |