



To be completed by the Department Chair to hire full-time or part-time faculty and routed for the appropriate approvals below. Please forward this form along with the Candidate Docket to the Office of Human Resources & Faculty Services.

Please check category

- Clinical (clinical involvement on some level or housed in clinical setting)*
- Non-Clinical (administrative/office/didactic, research or laboratory)*

Today's Date: _____

Department name: _____ Position #: _____

Name of Candidate: _____

This is a New Position Replacement If replacement: Prior incumbent's name _____
Salary _____ End date: _____

Rank of faculty: _____

Full time (102) Interfolio ID Number: _____ Part time (112) Visiting

Salary: _____ Anticipated start date: _____

Candidate is an: Internal Candidate External Hire (new to NYU)

Chart field to be charged: _____ / _____ / _____ / _____ / _____
Account Fund Organization Program Project

CANDIDATE WORK LOCATION- (ALL NON-DENTISTRY LOCATIONS MUST RECEIVE PRIOR HRFS APPROVAL)

Department Name: _____

Work Location: _____

Room #: _____ Work Phone #: _____ myTime Approver: _____

AUTHORIZATION

1. Signature of Department Chair _____ Date _____
2. Signature of Senior Director, Human Resources & Faculty Services
_____ Date _____
3. Signature of Assistant Dean, Finance & Business Operations _____ Date _____
4. Signature of Senior Vice Dean for Research Development and Academic Affairs
_____ Date _____
5. Signature of Executive Vice Dean
_____ Date _____