NYU DENTISTRY	**RESEARCH PERSONNEL REQUISITION (Codes 103 & 113 and Post Doc Hires) (FORM 2013-6)**	Date received by OHRFS:

To be completed by the Principal Investigator before recruitment or hire of researcher. Must be routed for appropriate approvals listed below. Complete all sections and attach advertisement draft. The Senior Vice Dean for Research Development and Academic Affairs must approve all ads.

HIRING DEPARTMENT INFORMATION

Name Requestor: _____

Department #/Name: _____ Date: _____

POSITION INFORMATION

Position Title: _____ Projected Start Date: _____ Budget End Date: _____

□ New Position □ Replacement If Replacement, Name of Incumbent & End Date: _____

Days: _____ Work Hours: _____ Salary for this position: $_____

Employee Type:
□ Research Personnel
□ Postdoctoral Associate
□ Full Time (103)
□ Part time (113)

Primary Responsibilities: _____

Default Chartfield: _____/_____/_____/_____/_____
Account Fund Organization Program Project

Chartfield(s) to be charged:

Account 1:____% _____/_____/_____/_____/_____ Start:_____ End Date:_____
Account Fund Organization Program Project

Account 2:____% _____/_____/_____/_____/_____ Start:_____ End Date:_____
Account Fund Organization Program Project

Please explain why this position is needed and how it will improve the long-term functioning of your department:

_____

RECRUITMENT & SEARCH

List all locations where the ad is to be placed: _____

_____

RECRUITMENT AUTHORIZATION

1. Signature of Principal Investigator_____ Date_____
2. Signature of Department Chair_____ Date_____
3. Signature of Senior Director, Human Resources & Faculty Services_____ Date_____
4. Signature of Assistant Dean, Finance & Business Operations_____Date_____
5. Signature of Senior Vice Dean for Research Development and Academic Affairs _____ Date_____
6. Signature of Executive Vice Dean

_____Date_____