

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 Vice Dean, Academic Affairs & Research 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 Full Time (103)
 Postdoctoral Associate 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 Assistant Dean, Human Resources & Faculty Services _____ Date _____
4. Signature of Assistant Dean, Finance & Business Operations _____ Date _____
5. Signature of Vice Dean, Research and Faculty Affairs _____ Date _____
6. Signature of Executive Vice Dean for Administration, Finance, Clinical & Student Services

_____ Date _____