Non-Tenure Track Appointment Request
Research/Fellow/Visitor/Lecturer Appointments

Today's date: _____   **MUST Attach Curriculum Vitae:** ☐

Check all that apply

New Employee   Teaching being added
Revised Rate/Salary   Teaching being changed
Reappointment   Change in funding source
Termination/Resignation   Change in Job Title

Begin Date of Appointment [_____] Appt End [_____] ☐ Term on Appt end date

Termination/Resignation Date [_____]   # of Unused Vacation Days: [____]

First Name [_____] MI [____] Last Name [_____]

Mailing Address for Appt Ltr
(If termination, Forwarding address) [_____]

Building [_____]   Office # [_____]

Worksite Arrangement ☐ On-site   Remote   Hybrid

Department/Program [_____]

Title (Choose from drop down list) [_____]

View Detailed Title information in the FacultyHandbook (Non-Tenure-Line Appointments)

Is this person a Postdoctoral Scholar?   Yes   No   Is this person a Fellow?   Yes   No

Hiring Info: PhD in hand? ☐ Yes ☐ No   PhD expected on? [_____]

Equivalent of PhD in hand? [_____]

U.S. Citizen or permanent resident?   Yes   No   Unknown
Anticipated teaching assignment?   Yes   No

Term(s)/Course(s) Teaching [_____]

Is this appointment renewable?If yes,   Yes   No
please explain future plans [_____]

Salary [_____] FTE [____]
Funding Source(s) [_____]

Additional Information/Notes

Please complete for VISTING DESIGNER ONLY

Visiting Designer Title

Name of Production

Union Member?   Yes   No

Production Start Date   Production End Date   Residence Start Date   Residence End Date

Due Date of Design/Specification/Rehearsals   Date of Performance

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AUTHORIZATION OF DEPT. CHAIR   Signature _____

             Printed Name

AUTHORIZATION OF PI   Signature _____

             Printed Name

AUTHORIZATION OF RGM   Signature _____

             Printed Name

Additional Information/Notes