

# Non-Tenure Track Appointment Request

Research/Fellow/Visitor/Lecturer Appointments

Today's date:

**MUST Attach Curriculum Vitae:**

- Check all that apply
- |  |   |
|--|---|
| <input type="checkbox"/> New Employee            | <input type="checkbox"/> Teaching being added     |
| <input type="checkbox"/> Revised Rate/Salary     | <input type="checkbox"/> Teaching being changed   |
| <input type="checkbox"/> Reappointment           | <input type="checkbox"/> Change in funding source |
| <input type="checkbox"/> Termination/Resignation | <input type="checkbox"/> 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 #

Gender  Female  Male

Department/Program

Title (Choose from drop down list)

View Detailed Title information in the [Faculty Handbook](#) (pg 55)

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?  Yes  No

If yes, please explain future plans

Salary  FTE

Funding Source(s)

Additional Information/Notes

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AUTHORIZATION OF DEPT. CHAIR  Signature \_\_\_\_\_  
Printed Name

AUTHORIZATION OF PI  Signature \_\_\_\_\_  
Printed Name

AUTHORIZATION OF RGM  Signature \_\_\_\_\_  
Printed Name