

Post-Doctoral Research Associate Appointment

To: (Vice President's Name here) PIN: Temp

Through: (Dean)

From: (Head, Hiring Department)

Date:

I request authorization to employ [Name] as [Position Title], [Department] at a salary of [salary]. This will be a [nine/twelve] month appointment, with an effective starting date of [date].

Attached are the following items required to complete the appointment:

- Narrative specifying:
 - the requirements of the position
 - the qualifications of the individual selected, and
 - the funding source for the position
- Current vita
- Original transcripts
- Completed PAF
- Completed application for employment

Required Signatures:

1. Department Head Date
Acknowledgement Only

2. Dean/Director Date

3. Vice President Date
Approval for Exceptional Hire

4. Human Resources Date