

GSD Request for Non-Faculty Academic Appointment

Section I: To be Completed by Sponsoring Faculty Member

New Appointment

Extension

Employee Name: _____ Title: _____

Degree & Year _____ GSD Degree? _____ E-mail: _____

Project Name (if applicable): _____ Department: _____

Faculty PI/Supervisor: _____

DETAILED Description of Duties: (attach separate page if necessary)

Appointment Start Date: _____ Appointment End Date: _____

Academic appointments are made in full-month increments. If the work will start mid-month, the appointment will start on the 1st of the month, which may be prior to the work commencing, and will end at the end of the month in which the work was concluded.

Total Salary to be paid over the term of the appointment: _____ # of Months: _____

Monthly Salary: _____ (divide Total Salary by # of months, to be paid on the last day of each month)

Full-Time or Part-Time: _____ Estimated Hours per Week: _____

Please note: Academic appointments are monthly appointments and employees are not required to report hours. Supervisors may set expectations with regard to schedule (eg 9:00-5:00, M-F). Actual hours worked may vary. It is important to set clear expectations for the work to be completed, in the Description of Duties above.

Will Benefits be offered? YES NO (if at least half-time, and appointment is for over a year, Benefits should be offered)

Will a visa be required? YES NO

Will this position be funded by grants or other outside source(s)? YES NO

Please list the specific funding source(s): _____

Hiring Faculty Signature: _____ Date: _____

Section II: To be Completed by Faculty Affairs/Finance Office

Time Status (FTE): _____ Annualized Salary = _____

Account Coding 1: _____ % allocation: _____

Account Coding 2: _____ % allocation: _____

Academic Appointments Signature: _____ Date: _____

Finance Officer Signature: _____ Date: _____

Faculty Affairs Dean's Signature: _____ Date: _____