|  |  |  |
| --- | --- | --- |
| Department: | Candidate’s Name (last, first): | Candidate’s Bldg/Office/Lab: |
| Employee ID #: | Candidate’s email address: | Candidate’s phone number: |
| Principal Investigator (PI): | PI’s Signature/Approval: | |
| Department Chair: | Department Chair’s Signature/Approval: | |
| Department Contact: | Appointment Dates:       to  Initial appointments shall be for a minimum of one year (MOU, Article 2). | |

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| --- | --- | --- | --- |
| Postdoc: | Experience Level: | | % of Time: |
| Annual Salary (Exempt Only):  $ | Hourly Rate (Non-Exempt Only):  $ | | Required Documentation Attached:  CV  Degree  APSU Biography |
| Full UCR Fund Number: | | Funding verified by: | |

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| --- | --- | --- | --- | --- |
| List a brief description of the anticipated research project(s): | | | | |
| **Degree Verification (attach copy of Ph.D. or equivalent)** | | | | |
| University | Date of Degree | Verified by | | |
| **Previous Postdoctoral Scholar Experience (count all mentored research appointments): Note:** There is a five year limit for all time served. | | | | |
| Name of Institution | Title Held | | Dates | # of Months |

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| --- | --- | --- |
| **Optional Information** | | |
| Visa type: | Visa Expiration: | Visa Request ID#: |
| Dept. misc. notes: | | |
| **Near Relative Waiver Request** (if applicable): | | |
| I am requesting permission to hire      , the       of      , who is also employed in the Department of      . In accordance with AP Policy 520-16,       will not participate in the processes of review and decision-making on any matter concerning      ’s appointment, promotion, salary, retention or termination. | | |

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| --- | --- |
| Reviewed by CNAS/APSU analyst: | Approval: Date:  Dean |

Departments:

* Please submit a current, signed APSU Bio/Bib.
* Use the appropriate appointment letter located on the Graduate Division website.
* Provide appointment letter to postdoc no later than 7 calendar days following the start of the appointment.
* Submit draft of appointment letter with appointment file to CNAS APSU analyst.