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| 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.