Missouri University of Science & Technology
Academic Recruiting

REQUEST TO HIRE
POST DOCTORAL FELLOWS AND CERTIFIED EXCHANGE VISITING PROGRAM SCHOLARS

NAME: _____ POSITION NUMBER: _____

HOME DEPARTMENT: _____ DEPARTMENT CODE: _____

TITLE: _____ NEW or REPLACEMENT? _____

JOB CODE: _____

ACADEMIC DISCIPLINE CODE: _____ APPOINTMENT TYPE: ☐ 12

SALARY: _____ FTE: _____

START DATE: _____ END DATE: _____

EMPLOYMENT TERMS: ☐ NON-REGULAR END DATE NOT TO EXCEED: _____

☐ Work authorization documentation requested

FUNDING INFORMATION: Chartfield String Name(s) and Code(s)

AMOUNT	MOCODE	PS ACCOUNT	FUND	DEPTID	PROGRAM	CLASS	BP	PROJECT/GRANT	BUSINESS UNIT

JUSTIFICATION COMMENTS:

REQUESTED: _____ DATE: _____
Chair, Director or designee

APPROVED: _____ DATE: _____
Vice Provost for Academic Affairs

REVIEWED: _____ DATE: _____
Budget Office

Attachments required:

☐ VITA ☐ Job Offer Letter ☐ Job Description

FORM # FAC REC 9A (rev June 2002, Jan 2008) No Recruiting Required