

Missouri University of Science & Technology Academic Recruiting

REQUEST TO HIRE

NON-BENEFIT ELIGIBLE ACADEMIC POSITIONS

NAME: _____ POSITION NUMBER: _____

HOME DEPARTMENT: _____ DEPARTMENT CODE: _____

TITLE: _____ NEW or REPLACEMENT? _____

ACADEMIC DISCIPLINE CODE: _____ JOB CODE: _____

SALARY: _____ APPOINTMENT TYPE: 9 12

START DATE: _____ FTE: _____

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 Description
- Job Offer Letter