

REQUEST TO RECRUIT/APPOINT FORM

NON-FACULTY

For this action (check one): **Recruit** **Appoint**

Staff Temp. Staff

EFFECTIVE (HIRE) DATE	POSITION NUMBER	DEPARTMENT NAME		
NAME (LAST)	NAME (FIRST)		FUNCTIONAL TITLE	
SUPERVISOR'S NAME		EMPLOYEE TYPE Salaried Hourly	FULL TIME/PART TIME Full Part Time	# HOURS WORKED PER/WK
Proposed Salary Range	\$ <input type="text"/>	Hourly \$ <input type="text"/>	Monthly \$ <input type="text"/>	(Use for temporary salaried appointments)

Justification for requested approval:

Please explain in the justification section the current fund # and salary amount, as well as the proposed fund #, and salary amount. Note the funding source(s) below. If any additional funding is being requested, or if department funds are being realigned.

FUND# (5 digits) Depart# (4 digits) Project# (if applicable) %
ex: UND0012599

TOTAL (must equal 100%)

If you have more than 4 funding sources please write remainder in justification.

I CERTIFY THAT THE ABOVE RECRUITMENT REQUEST IS IN ACCORDANCE WITH BUDGETARY ALLOTMENTS AND UNIVERSITY POLICIES

*SUPERVISOR DATE

*PRINCIPAL INVESTIGATOR (if applicable) DATE

*DEPT HEAD CHAIR DATE

*ASSOCIATE DEAN DATE

DEAN / Vice President (or designee) DATE

APPROVING OFFICIAL

For Dean's Office Use Only: