

Questrom School of Business
RESEARCH AND EDUCATOR JOB FAMILY - APPOINTMENT PAPERWORK

Note: ALL sections of this form must be completed. Incomplete forms will be returned

APPOINTEE PERSONAL INFORMATION

New Appointment Reappointment

WORK AUTHORIZATION STATUS: U.S. Citizen/Permanent Resident
 Non US Citizen/Permanent Resident

Country of Citizenship: _____

Current Visa Yes No If Yes, Type of Visa: _____

Expiration Date: _____

Current EAD card Yes No If Yes, valid from _____ to _____

Last Name First Name Social Security Number Date of Birth

Address City State Zip Code

Email Phone

Prior affiliation to Boston University? Yes No | If yes, please check all that apply: Student Staff Faculty

If yes, Where: _____ When: _____ BUID: _____

Please confirm attached Resume/CV Attached | Position Request Form: Approval date: _____, or Attached for approval

WORK ASSIGNMENT

Department/ Institute Academic Year(s)/ Project Period Annual Salary

from: _____ to: _____

Appointment Period Account/Cost Center Percent Time Employed

Job Title: **Educator** - a compensated employee assisting with classroom content and/or teaching without being the faculty of record; has a Bachelor's degree or equivalent.
 Non-Compensated Visiting Researcher - an uncompensated employee assisting with research programs or scholarly projects.
 Visiting Fellow - a short-term, compensated employee assisting with research programs or scholarly projects; has a Bachelor's degree or equivalent.
 Research Fellow - a compensated employee assisting with research programs or scholarly projects; has a Master's degree or equivalent (including All-but-Dissertation status).
 Postdoctoral Associate - a compensated employee pursuing professional development while assisting with research programs or scholarly projects; has a doctoral degree or equivalent.
 Sr. Research Scientist - a compensated employee with at least five years experience. Demonstrated ability to develop new concepts/ research projects and conduct research independently as determined by the nature and requirements of the research program; has a doctoral degree or equivalent.
 Other- Please check this box if you have consulted with Finance & Administration Staff and are hiring another lesser used position in the research job family. Please provide the Job Title here: _____

AUTHORIZATION

Supervisor's Name Date

Supervisor's Signature PI's Name (printed, If Applicable)

(for internal use only)

DEAN'S OFFICE APPROVAL: _____ DATE: _____
ORG UNIT: _____ POSITION ID: _____ EFFECTIVE HIRE DATE: _____