Questrom School of Business

RESEARCH 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 Citzenship: _____

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 Employeed**

Job Title:

☐ **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 docotral 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 docotral 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: (Select One)

AUTHORIZATION

Supervisor's Name | **Date**

Supervior's Signature | **PI's Name (printed, If Applicable)**

(for internal use only)

DEAN'S OFFICE APPROVAL: _____ *DATE:* _____

ORG UNIT: _____ *POSITION ID:* _____ *EFFECTIVE HIRE DATE:* _____