

Questrom School of Business  
**POSTDOC/RESEARCH FELLOW - 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  
 Visa -    Country of Citizenship: \_\_\_\_\_  
Type of Visa: \_\_\_\_\_    Expiration Date: \_\_\_\_\_

<hr/> <b>Name (last, first)</b>	<hr/> <b>Social Security Number</b>	<hr/> <b>Date of Birth</b>
<hr/> <b>Address</b>	<hr/> <b>City, State</b>	<hr/> <b>Zip Code</b>
<hr/> <b>Email</b>	<hr/> <b>Phone</b>	

**WORK ASSIGNMENT**

<hr/> <b>Department</b>	<hr/> <b>Academic Year</b>	<hr/> <b>Salary</b>
from: _____ to: _____	<hr/>	
<b>Appointment Period</b>	<b>Account/Cost Center</b>	

**Job Title:**    **Research Fellow** - assisting with research programs or scholarly projects; has a Master's degree or equivalent (including All-but-Dissertation status)  
 **Postdoctoral Associate** - pursuing professional development while assisting with research programs or scholarly projects; has a doctoral degree or equivalent

**Job Description:**

Prior Boston University Work Experience as Staff or Faculty?  Yes  No  
If yes, Where? \_\_\_\_\_ When? \_\_\_\_\_ BUID? \_\_\_\_\_

**AUTHORIZATION**

<hr/> <b>Faculty Supervisor's Name</b>	<hr/> <b>Date</b>
<hr/> <b>Faculty Supervisor's Signature</b>	

*(for internal use only)*

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