

REQUEST FOR APPOINTMENT

Before anyone may be invited to join the Astronomy Department in any capacity and for a period of longer than 5 days, this form must be completed and signed approval must be obtained from the Department Chair. In many cases the Dean must also approve. Please keep in mind that **the Dean has requested 30 days advance notice for his approval. In addition, because of new INS regulations visas are taking a considerable time to process.** Be sure to give the original to Lorraine Dowling, who will obtain the appropriate signatures and distribute copies as necessary.

Thank you!

Principal Investigator: _____

Name of Individual: _____ Email address: _____

Appointment Type: _____ Level/Salary _____

Dates of visit/employment: _____

PLEASE ATTACH A BRIEF JOB DESCRIPTION OUTLINING THE MAJOR
RESPONSIBILITIES OF THE POSITION AND A CV

Charges for this individual should go to (list fund number)? _____

Will the individual be paid an: honorarium per diem payroll

Will the individual be paid travel reimbursement? Yes No

Is a Visa needed? No Yes If so, what kind? _____

Will the individual need a room to work in? Yes No ; a computer? Yes No

Approved: _____
Department Chair Date

Approved: _____
Dean Date