

# Non-Tenure Track Appointment Request

Research/Fellow/Visitor/Lecturer Appointments

Today's date:

**MUST Attach Curriculum Vitae:** ☐

Check all that apply

New Employee

Revised Rate/Salary

Reappointment

Termination/Resignation

Teaching being added/change

Advising Thesis & Independent Study Payment

Change in funding source

Change in Job Title

Begin Date of Appointment

Appt End

☐ Term on Appt end date

Termination/Resignation Date

# of Unused Vacation Days:

First Name

MI

Last Name

Mailing Address for Appt Ltr  
(If termination, Forwarding address)

Building

Office #

Worksite Arrangement

☐ On-site

☐ Remote

☐ Hybrid

Department/Program

Title (Choose from drop down list)

View Detailed Title information in the [Faculty Handbook](#) (Non-Tenure-Line Appointments)



Is this person a Postdoctoral Scholar?

Yes

No

Is this person a Fellow?

Yes

No



Hiring Info: PhD in hand?

☐ Yes

☐ No

PhD expected on?

Equivalent of PhD in hand?

U.S. Citizen or permanent resident?

Yes

No

Unknown

Anticipated teaching assignment?

Yes

No

Term(s)/Course(s) Teaching

Is this appointment renewable?

Yes

No

If yes, please explain future plans

Salary

FTE

Funding Source(s)

Supervisor Name

Additional Information/Notes

## Non-Tenure Track Appointment Request

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Does this person currently hold a [staff position](#) at Dartmouth ?

Yes\*

No



\*Must submit a copy the [Staff Authorization Request for A&S Teaching](#) form.

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Please complete for VISITING DESIGNER ONLY

Name of Production

Union Member?

Yes

No

Production Start Date

Production End Date

Residence Start Date

Residence End Date

Due Date of Design/Specification/Rehearsals

Date of Performance

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AUTHORIZATION OF DEPT. CHAIR

Printed Name

Signature \_\_\_\_\_

AUTHORIZATION OF PI

Printed Name

Signature \_\_\_\_\_

AUTHORIZATION OF RGM

Printed Name

Signature \_\_\_\_\_

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Additional Information/Notes