



PROJECT DIRECTOR TO COMPLETE

Campus Title _____ RF Budget Title _____ RF Grade Level _____

Position Type _____ New _____ Existing If existing, previous employee that held this position _____

Position Justification: _____

Anticipated Appointment Date: _____ Recruitment Salary Range: _____

Appointment Type:

_____ Full Time _____ Part-Time _____ FTE %

Hours per week _____

_____ SWR – Regular Exempt) _____ SWR – Regular Non-Exempt

_____ SWS – Summer _____ SWU – Undergraduate

_____ SWG – Graduate

Research Foundation Account Information (PTA):

Project	Task	Award	% Effort

Position Advertisement: (Attach) (use 1 of the 2 template forms HR can provide)

_____ Standard Ad Location (North Country Now, Higher Ed Jobs, Watertown Daily Times) _____ Special Ad Location(s) request (Requires Permission)

PTA for additional cost _____ Special Ad Location(s) Approval _____

Area VP/Division Head Signature

List of Special Ad Location(s) _____

Search Details: _____ Full Search _____ Search Wavier Attached

Search Committee Chairperson _____

Department

Print Name

Date

Hiring Manager _____

Department

Print Name

Date

Approvals Required (Sign and forward to next person/office)

1. Principle Investigator of Grant

Print: _____ Signature _____ Date _____

2. VP/Division Head

Print: _____ Signature _____ Date _____

3. Research and Sponsored Programs Office

Print: _____ Signature _____ Date _____

4. Operations Manager

Print: _____ Signature _____ Date _____

5. Human Resources

Print: _____ Signature _____ Date _____

Search Outcome:

_____ Make Offer _____ Failed Search

Offer made to _____ Accepted Offer _____

Print

Signature

Date