

Research and Sponsored Programs Request to Hire Form Instructions

Complete the form by including the following:

Position Information:

- **Campus Title:** Enter the job title as it will appear on campus
- **RF Budget Title:** Title and grade will vary based on the position; *this is the title used for Research Foundation (RF) budgeting purposes. Visit the following site or request help at grants@canton.edu. [Position Standards and Titles Guideline](#)*
- **RF Grade Level:** The classification level for the position, which can be found [here](#).
- **Position Type:** Indicate whether this is a New or Existing position. If existing, include the name of the previous employee who held the position.
- **Position Justification:** Provide a detailed explanation of why this position is needed. Include whether it is a replacement or a new role and how it supports the project or department.

Appointment Details:

- **Appointment Dates:** Enter the start date and, if applicable, the end date. If there is no end date, write “no end date”.
- **Recruitment Salary Range:** Include the salary range to be advertised.
- **Appointment Type:**
 - Check Full Time or Part Time
 - Include FTE% (Full-Time Equivalent) based on a 40-hour workweek. For example, 20 hours/week= 50%.
- Add number of hours per week the position will work.

Employee Classification

Select the appropriate classification:

- **SWR – Regular Exempt:** Salaried, not eligible for overtime.
- **SWR – Regular Non-Exempt:** Hourly, eligible for overtime.
- **SWS – Summer:** Summer-only employees.
- **SWU – Undergraduate:** Undergraduate student employees.
- **SWG – Graduate:** Graduate student employees.

Acronyms:

- SW = Salary Wages

Research Foundation Account Information (PTA)

- **Project:** A seven-digit number found on the project abstract or in report center. If you do not have an abstract or access to your grant in report center, contact the RASP Office.
- **Task:** A one- or two-digit number found on the project abstract or in report center.
- **Award:** A five- or six-digit number on the project abstract or in report center.
- **% Effort:** Percentage of time based on a 40-hour workweek (e.g., 20 hours= 50%). This will match the FTE%.

Position Advertisement

Attach the advertisement using one of the HR-provided templates

- **Standard Ad Location** (e.g. North Country Now, Higher Ed Jobs, WDT) can be checked without additional approval
- **Special Ad Locations** require prior approval and the signature of the appropriate VP. List the PTA that will cover the cost of the advertising, complete the **PTA for additional cost** section.
- List any **Special Ad Locations** if applicable.

Search Details

- Indicate whether this is a **Full Search** or if a **Search Waiver** is attached (requires approval from Affirmative Action Committee and HR Director).
- **Search Committee Chairperson:** Department, name, and date assigned. The Principal Investigator will work with the RASP Director to determine a qualified person to chair the search committee.
- **Hiring Manager:** The person responsible for hiring. If it is for a Director level position, the area VP should be the hiring manager. For other positions, the Principal Investigator should be the hiring manager.

Approvals Required

The following individuals must print and sign their names with the date approved:

- Principal Investigator of the Grant
- VP/Division Head
- Director of Research and Sponsored Programs Office
- Operations Manager
- Human Resources Director

Search Outcome:

After the search is complete, either an offer is made or the search is failed (if the committee was unable to find an adequate, qualified applicant). Check one of these boxes.

If an offer is made, the hiring manager will fill in the candidate's name and have them sign and date to confirm the acceptance, in addition to all other RF HR forms.