

**SCHOOL OF ARTS AND SCIENCES
REQUEST FOR APPOINTMENT/REAPPOINTMENT OF NON-LECTURER
ACADEMIC SUPPORT STAFF**

(Lecturers should be appointed/reappointed through the SAS Lecturer System)

Department _____ Chair's Signature _____ Date _____

Appointment Reappointment of _____

Period of Appointment/Reappointment (use exact dates) _____

Date of first appointment at this rank _____

Visa Required Anticipated type of Visa _____

RANK (These are the official titles to be used in all official documents)

(Postdocs are appointed annually for no more than five years.) (Include draft appointment/reappointment letter and current CV)

Postdoctoral Researcher

Postdoctoral Fellow (only if Postdoc will provide NO service (teaching, research, advising, etc.) to Penn)

Visiting Scholar (Include Chair's letter explaining benefit to Department/Program, draft appointment/reappointment letter, and current CV)

Senior Fellow (Include Chair's letter explaining benefit to Department/Program, draft appointment/reappointment letter, and current CV)

Full time service as Research Associate may not exceed three years except with approval of the Provost's Staff Conference:

Research Associate (Include draft appointment/reappointment letter and current CV)

Proposed Total Salary (including funding from outside sources) \$ _____

Source(s) of Salary – (Must cover the entire length of appointment/reappointment)

/ ___/ To position currently budgeted at \$ _____
in department 0 fund for fiscal year _____. **AMOUNT \$** _____

/ ___/ Funded on other unrestricted budget. **AMOUNT \$** _____
Name of budget _____, expires on _____

/ ___/ Funded fully/partially on a research or other restricted budget. **AMOUNT \$** _____
Name of budget _____, expires on _____

/ ___/ Other support; explain (e.g. foreign government, external fellowship) _____
AMOUNT \$ _____

Approved: _____

Approved with Modification: _____

(Dean's Signature)

(Date)