

BURRELL COLLEGE
of
OSTEOPATHIC MEDICINE
PERSONNEL HIRING REQUISITION FORM

Name of Hire: _____ Position Title: _____

Location: New Mexico Campus Florida Campus Transfer: Yes No

Dept: _____ Hire Date: _____ Salary/Hourly Rate: _____

FLSA Status: Exempt Nonexempt If part time, how many hours per week/FTE? _____

Faculty

Rank Recommendation: _____

_____ Dean's initials of approval if Faculty does not have a terminal degree.

- Regular (Benefits Eligible)
 - Full-Time (1.0 FTE or 40 hrs. /week)
 - Part-Time: Benefits Eligible (.50 FTE or greater, but less than 1.0 FTE)
- Part-Time: Non-Benefits Eligible (less than 0.5 FTE/term contract, ending in current fiscal yr.)

Staff

- Full-Time: Benefits Eligible {1.0 FTE or 40 hrs. /week}
- Part-Time: Benefits Eligible (0.5 FTE or greater, but less than 1.0 FTE)
- Part-Time: Non-Benefits Eligible (Less than 0.5 FTE)
- Temporary (**Must also select applicable F/T or P/T status from above**)

Items to be attached (required):

- Recommendation on Faculty Rank from Committee (Required for all Regular Faculty Appt.)
- CV/Resume (for all candidates interviewed) Interview Materials/Notes (for all candidates interviewed)
- DRAFT Offer Letter Reference Check Documents/Completed by: _____

Requested by: _____
Title: _____ Date: _____

Approved by: _____
Assistant Dean of Faculty Affairs _____ Date: _____

Approved by: _____
Assistant Vice President of Human Resources _____ Date: _____

Approved by: _____
Controller _____ Date: _____

Approved by: _____
Campus Dean - Florida _____ Date: _____

Approved by: _____
Chief Academic Officer _____ Date: _____

Approved by: _____
President _____ Date: _____

To Be Completed by the Office of HR

Signing Bonus Amount (if applicable) _____