

Postdoctoral Fellow Appointment Request Form

Basic Information: To be completed by Departmental Administrator in consultation with Supervisor/PI.

School/Department: _____ Position Number: _____

PI/Supervisor: _____ Home Base Org: _____ - _____

Salary (Yearly): _____ (Monthly): _____ Start Date: _____ End Date: _____

Building and Lab/Office: _____

Funding source(s) and amount(s): _____

Business office
use only

Fund	Charge Org	G-number (where relevant)	Percent of Effort	Effective Date	End Date	Funding Org

Note: If you don't know the orgs or position #, work with [your school's Financial Business Manager](#).

Proposed Action (Check one item):

- ☐ Intend to Recruit/Search (Proceed to Section 1)
- ☐ No Search Necessary/Candidate is Known (Skip to Section 2)
- ☐ Reappointment/Extension (Attach most recent PAF/offer –acquire from HR or Postdoc Office)

School's Financial Business Manager Signature: _____ Date: _____

Section 1: Intend to Recruit/Search (To be completed and routed for signatures by Department Admin)

Attach: (1) Recruitment Plan and Job Advertisement based on the [SMU Model for Faculty Recruitment](#).
Check to confirm the plan has been reviewed by your school/college Cultural Intelligence Officer.

(2) Statement indicating that all interviewers have completed SMU's search training and that the recruitment plan includes benchmarks for best practices.

College/School Dean/Designee Signature: _____ Date: _____

Office of Cultural Intelligence Signature (Dr. Maria Dixon-Hall): _____ Date: _____

Office of Postdoc Affairs Signature (Dr. Rob Pearson): _____ Date: _____

Note: When signatures are complete, Department Administrator should route all documentation to their College's/School's [Interfolio Contact](#) so the posting may be added to Interfolio.

Section 2: No Search Necessary/Candidate is Identified (To be completed and routed for signatures by Department Admin)

Name: _____ SMU ID (or TBD): _____

Home Address: _____

Email Address: _____

Relocation Allowance: _____ Org to cover relocation: _____

- Does the candidate require sponsorship? ☐ Yes ☐ No
- Will the candidate be using OPT? ☐ Yes ☐ No

Note: If any "Yes" is checked above, the candidate must complete the [ISSS Visa Questionnaire for Exchange Visitors](#). Contact ISSS if you have questions about this form.

Please check the box to confirm that the candidate received the ISSS Visa Questionnaire: _____

Attach: (1) Candidate's latest CV
(2) Recruitment summary/rationale for choice (if applicable)
(3) Either: a Request for Variance **OR** a copy of all advertisements from all recruitment sources.

College/School Dean/Designee Signature: _____ Date: _____

Office of Postdoc Affairs Signature (Dr. Rob Pearson): _____ Date: _____