Contract Request Form

Non-tenure track, non-tenure eligible appointments

Date: _____ SMU ID# (*appointee*): _____

Department: _____ Name (*appointee*): _____

Mailing Address (*appointee*): _____

Requestor: _____ Principal Investigator (if applicable): _____

Appointment Type: ☐ New **OR** ☐ Renewal ☐ Compensated **OR** ☐ Non-compensated

☐ Research Associate I ☐ Research Associate II ☐ Research Associate III ☐ Post Doctoral Fellow
☐ Research Professor (*renewal only*) ☐ Research Associate Professor (*renewal only*) ☐ Research Assistant Professor (*renewal only*)
☐ Visiting Professor ☐ Visiting Associate Professor ☐ Visiting Assistant Professor
☐ Visiting Scholar (*non-compensated only*) ☐ Other appointment not listed: _____

The following forms are required for Research Associate and Post Doctoral Fellow appointments and must be completed and approved ***before*** a contract can be released:

- **Request for Exception to the Hiring Process Form** (no job search) **OR Request Recruitment Form** (contact HR directly). The Principle Investigator will sign as the "Hiring Manager."
- **Authorization and Consent for Release of Information Form** (pre-employment check to be completed by the prospective employee). Send the completed form to Brooke Guelker with a Fund and ORG to cover the associated fees.
- **Job Evaluation Form**

Curriculum vitaes are required for all appointment types. An **official transcript** is required for Post Doctoral Fellow appointments and appointments that will involve teaching. Requests for transcripts will be written into the contract letter.

Terms of Offer:

Contract term: _____ Start date: _____ End date: _____

Base salary: _____

Equipment: _____

Special comments: _____

_____

Financial Information:

Funding source(s) (include Fund & Org and Grant numbers): _____

_____

Visa Information and Fees:

☐ Visa needed

Important Notes:

1. Most grant funded salaries CANNOT pay for health insurance benefits unless cleared by the Research Administration/Grants Accounting offices. Requestor ***must*** attach proof that health insurance benefits were verified with the SMU Research Administration and Grants Accounting offices with any grant-funded appointment with this form.

2. H1-B visas currently cost up to $2,600 (total cost subject to increase without notice): $325 filing fee; $500 anti-fraud fee; and $1,775 for legal fees and administrative costs. The home department and/or principle investigator is responsible for covering both the $325 filing fee and the $500 anti-fraud fee. An additional fee of $1,225 can be incurred to expedite processing. Please indicate the total amount that will be covered by the department and/or principle investigator in the "Special Comments" section. These fees will not be covered by the Dedman Dean's Office.

3. New visa requests can take up to one month or longer. Please plan ahead accordingly.