

Please check one of the following:

U.S. Citizen

U.S. Permanent Resident

Current visa holder

Type: _____

Expires: _____

Current OPT (EAD Card holder)

Expires: _____

CPT holder

Expires: _____

Notre Dame Graduate: Yes No

Has appointee previously held a non-faculty appointment at Notre Dame: Yes No

 If yes, when? _____

Dates and Salary:

 Appointment begins: _____ Appointment ends: _____

 Total Salary for Period of Appointment: _____

Statement of Duties and Responsibilities:

For all appointment requests, please complete the following sentence describing the appointee’s responsibilities. This description may be included in the formal letter of appointment from the Office of Research. *“The principal duties and obligations of the appointment are to....”*

Approvals:

Faculty Member _____

Date _____

Chair/Director _____

Date _____

Dean/Budget Admin./Provost _____

Date _____

Additional Information:

For new appointments, provide the following:

Domestic (US) Appointees

U.S. Citizens

1. Request for Non-faculty Research or Teaching Scholar Appointment form
2. Appointees current CV/resume
3. SPAF (Staff Personnel Action Form) (for salary and/or identification)
<http://hr.nd.edu/nd-faculty-staff/benefits/>
4. Copy of advanced degree transcript or diploma (not required for Senior Research Associates, Visiting Scholars and Research Visitors)

For Reappointments:

1. Request for Non-faculty Research or Teaching Scholar Appointment form
2. A new Staff Personnel Action Form (SPAF)

For new international appointments, provide the following:

International appointment requests

1. Items 1 through 4 above
2. General Counsel's "J-1 Visa Information for New Visitors & Reappointments"
Website:
<http://www.nd.edu/~gencoun/resources/documents/J1InformationForm.pdf>
3. Copy of the passport page containing a photo of the appointee
(Also required for each person accompanying the appointee.)
4. If the appointee is a Visiting Scholar or a Research Visitor not receiving a stipend from Notre Dame, proof of financial support
5. Appointees who have been or on a J-1 (DS-2019) visa, a copy of their DS-2019 for the two years preceding their start date at Notre Dame
6. Appointees holding an H1b visa from another institution, a copy of the H1b approval
7. Appointee holding an F-1 or J-1 student visa with permission for "Practical Training," a copy of the U.S. "Employment Authorization Document" (Optional Practical Training) or a home university authorization letter (Curricular Practical Training)

For Reappointments:

1. Request for Non-faculty Research or Teaching Scholar Appointment form
2. A new Staff Personnel Action Form (SPAF)
3. If not being funded through Notre Dame, provide new proof of financial support

When the forms and information are complete:

1. The mentor signs and gives the information to the department chair/institute director/center director.
2. The chair or director signs and forwards it to the appropriate Dean/budget administrator/Provost.
3. The Dean/director/Provost signs and sends it to the Office of Research.

(If the center or institute does not report to a Dean, the information should be sent to whichever unit in the University oversees the budget. They sign and the forms are then sent to the Office of Research.)

All completed forms should be directed to:

Office of Research

Non-Faculty Research Appointment Requests

940 Grace Hall

Attention: Charlene Bollman

CAMPUS

Additional information and clarification may be obtained by calling 631-7283.

Appointment and Reappointment Request Timeframe:

Please allow two to three weeks from the time the requests arrives, to process a new domestic appointment or reappointment.

For foreign appointments or reappointments, the processing time may be three to four weeks.

For all H1b appointment or reappointments, please call the General Counsel's office (631-6411) to confirm time framework. These appointments and reappointments require additional steps.