



RESEARCH FACULTY & POSTDOCTORAL FELLOW HIRING PACKAGE ROUTING SHEET

Candidate Information

Candidate's Name (Last, First) _____ **Department** _____

Employee ID # _____ **Job Title** _____

Salary _____ **Monthly** _____ **GT Department** _____

Budget Position # _____ **Project #** _____

Position Vacancy Announcement (PVA) # _____

Regular (470X--)

Temporary Researcher (470V--)

Visiting Researcher (470W--)

Postdoctoral Fellow (918X00)

Adjunct Research Faculty (470B--)

US Citizen/US Permanent Resident

Current Immigration Status: _____

Current Employee Re-Hire New Hire

School/Lab/Department Information

Contact Name (For approval notification) _____ **HR Rep/Partner Name** _____

Phone # _____ **Email Address** _____

Required Documents

Attached (check all docs included)

Please see supporting documents table for each research title: here

- Proposed Offer Letter (please reference sample offer letters online)
- CV/Resume
- Completed/Signed GT Faculty Application

- Official College Transcripts (with at least one completed degree **)
- Three Signed/Dated Reference Letters
- Notification email for completion of the Pre-Employment Background

For ACH Position Vacancy Announcement (PVA) Advertised Positions Only

- Affirmative Action Form
- Affirmative Action Justification Statement
- Applicant Flow Chart
- Position Vacancy Announcement (PVA) Photocopy

Approvals

	Signature	Date
Lab Director/Department	_____	_____
Head Chair/Director	_____	_____
Dean/Vice President		

****A transcript cannot be issued to the student**