



PROFESSIONAL RTL STAFFS NEW APPOINTMENT RECOMMENDATION FORM (RTL-1)

For recommendations of new appointments to the regular and visiting ranks of the Professional Research, Technical, or Library Staffs **excluding** Visiting Fellows, PostDoctoral Research Fellows, and Visiting Research Collaborators

Date _____ Revision (circle changes) [Employee ID: _____]

SECTION I. PERSONAL INFORMATION

Name _____
Last First MI

Gender Female Male Birth Date ____/____/____ SSN: _____ - _____ - _____
 (Gender and Birthdate are required for pay and benefit enrollment) Marital Status _____

Citizen Citizen Alien Perm Alien Temp If Alien Temp, Country of Origin _____

[If Alien Temp, send VISA Info Form, copy of appt form, and any accompanying documentation to Office of Visa Services]

Ethnicity _____

Current Address _____

Current Phone (____) _____ Current Email _____

SECTION II. APPOINTMENT INFORMATION

Appt Start Date ____/____/____ Action New Hire Rehire Job Requisition # _____

Department _____ Office Location (Building) _____

Rank/Title _____ Functional Description _____

Appt End Date ____/____/____ without specific end date with continuing appointment

12 month FTE Salary _____ Duty Time ____ % No of Months _____ Actual Salary _____

Documentation Required:

1. Education and employment history and a list of publications and significant professional activities.
2. Brief description of responsibilities of position (Attach a copy of the position posting/ad).
3. Assessment of appointee to position and reason for recommending this appointment (Attach verification of PhD for New Research Associates)

Principal Investigator(s) or Supervisor(s) for whom appointee will work: _____

Salary: If this appointee is being paid from a 1000 or 2000 series account or your department is not using the Labor Accounting System, indicate account(s) which will be charged below. Otherwise please certify that funding is available for this appointment. Labor Accounting may be updated directly once the appointment has been approved.

Yes, funding available or Charge to accounts:

_____ % # _____ % # _____ %

_____ % # _____ % # _____ %

Moving Allowance (if permissible) \$ _____ Acct # _____

NO FORMAL COMMITMENTS MAY BE MADE WITHOUT THE APPROVAL OF THE DEAN OF THE FACULTY

 Chair of Department/Director of Program/University Librarian

* Appt end dates are required for Research Associate, Predoctoral Research Assistants, and Librarians not on continuing appt, and for other term appointments, specifically visitors.

FOR NEW APPOINTMENTS TO THE RANKS OF SENIOR RESEARCH (by discipline), RESEARCH (by discipline), AND SENIOR PROFESSIONAL SPECIALIST CONTINUE ON NEXT PAGE

Entered By _____ Date _____ Approved Apprv Modif Not Approved Approved By _____ Date _____

**COMPLETE THE FOLLOWING FOR NEW APPOINTMENTS TO THE RANKS OF SENIOR RESEARCH (by discipline),
and RESEARCH (by discipline)**

EVALUATION OF RESEARCH SCHOLARSHIP:

Estimate of general understanding as a research scholar, comparative standing in fields of special competence; especially significant contributions to advancement of knowledge and originality; indicate of promise of continuing growth; evidence of recognition by scholars in field including comments quoted from reviews or correspondence; ability and willingness to participate in planning and administration of group research activities along with colleagues and students. Continue on separate sheet, if necessary, for full statement.

Comment on most significant bibliography entries

**COMPLETE THE FOLLOWING FOR NEW APPOINTMENTS TO THE RANK OF SENIOR PROFESSIONAL
SPECIALIST**

EVALUATION OF SENIOR PROFESSIONAL SPECIALIST

What unique competence does he/she bring to the Department or Program; describe special considerations which will help the Committee on Appointments and Advancements in its evaluation of the candidate. Continue on separate sheet, if necessary, for full statement.

REFERENCES: Please attach a list of at least eight individuals (names and complete addresses), other than at Princeton, to whom we can write for an evaluation of the candidate's work and his/her qualifications for this appointment.

Record of vote:

Recommended by _____ vote of _____ on _____