

HAMPTON UNIVERSITY  
HAMPTON, VIRGINIA 23668

Authorization to Hire Internal/External Personnel  
Under Funded Projects/Grants, etc.

\_\_\_\_\_ Internal Personnel

\_\_\_\_\_ External Personnel

Permission is requested to engage the individual identified in an academic position at Hampton University.

Name: \_\_\_\_\_  
First Middle Last Title Social Security Number

Mailing Address \_\_\_\_\_ (H)  
Street City State Zip Area Code Telephone Number

\_\_\_\_\_ (O)

**Responsibilities and Salary**

I should like the individual identified above to serve as \_\_\_\_\_  
Position

in the \_\_\_\_\_  
(program, course, project or grant)

Specific responsibilities will be \_\_\_\_\_

The duration of the assignment will be from \_\_\_\_\_ to \_\_\_\_\_ for a total of \_\_\_\_\_ semesters.

or \_\_\_\_\_ weeks or \_\_\_\_\_ hours. The recommended salary is \$ \_\_\_\_\_

This position is authorized in \_\_\_\_\_  
(Identify project/grant/program by title and number)

New position     Continuation     Temporary     Replacement    Replacement for \_\_\_\_\_

I certify that the individual recommended has the credentials and experiences necessary to maintain the integrity of the program.

\_\_\_\_\_  
Signature Position Date

**Administrative Approval**

<p>_____ Approval _____ Non-Approval</p> <p>_____ Chair Date</p>	<p>_____ Approval _____ Non-Approval</p> <p>_____ Dean Date</p>	<p>_____ Approval The salary and position is authorized in Budget # _____</p> <p>_____ Grant Officer Date</p>
<p>_____ Approval _____ Non-Approval</p> <p>_____ Vice President for Business Affairs and Treasurer Date</p>	<p>_____ Approval _____ Non-Approval</p> <p>_____ Provost Date</p>	<p>_____ Approval _____ Non-Approval</p> <p>_____ President Date</p>