

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 HUI D#

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 index, fund, organization, account code (6001) and program numbers).

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

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