

# Faculty/ Admin Pro Appointment Data

## New Hires and New Assignments

HUMAN RESOURCES

Name \_\_\_\_\_ Hire Date \_\_\_\_\_

Department \_\_\_\_\_ Appt End Date \_\_\_\_\_

Group ☐ Faculty ☐ AdPro Hours per week \_\_\_\_\_ Salary \_\_\_\_\_

Job/Position \_\_\_\_\_ Location \_\_\_\_\_  
Room number + four-digit building code

Office Phone \_\_\_\_\_ Salary Authority Dept \_\_\_\_\_

Supervisor (Principal Investigator) \_\_\_\_\_

### Assignment Category

- ☐ Regular  
☐ Special  
☐ Temporary

### Basis of Service

- ☐ 9-month  
☐ 12-month

### Reason

- ☐ ALL/New Assignment  
☐ ALL/New Rehire  
☐ ALL/Rehire

Account	%
_____	_____
_____	_____
_____	_____

### Conditions of Appointment

May include conditions of appointment, comments, source of tuition, teaching and/or research experience.

---

---

---

### Additional Directory Information

Complete if information given is important to describe the employee's role at CSU.

Add'l Work Title \_\_\_\_\_

Add'l Department Number/Name \_\_\_\_\_

Add'l Bldg Name/Room Number \_\_\_\_\_

Add'l Office Phone \_\_\_\_\_ Include Associate in Directory/GAL? \_\_\_\_\_



HUMAN RESOURCES  
COLORADO STATE UNIVERSITY

555 S. Howes Street, 2<sup>nd</sup> Floor | Campus Delivery 6004  
Fort Collins, CO 80523-6004  
P: 970-491-MyHR (6947) | hr.colostate.edu