UNT | OFFICE OF THE PROVOST & DIVISION OF ACADEMIC AFFAIRS

Research Staff Recruitment Request Form

Request to post and recruit a research staff positions.

Position Information

Position Number:		Prepared By:	
College / Division:		Date Prepared:	
Department:		New or Replacement Position:	
Posted Position Rank:		Name of Person Vacating (if replacement):	
Anticipated Start Date:			

Funding Request:

Expense	Amount
Salary	
Any additional funding commitments:	
Moving (1)	
Total Requested Commitments	$ 0.00

Space & Facility Needs:

Space Type	Assigned	Building Name	Room #
Office Space			
Wet Lab			
Dry Lab			

$1,000 Moving Allowance:
The moving allowance must be requested and approved before an offer letter is sent to the candidate.

To be eligible:
- The candidate must currently live outside the Dallas–Fort Worth Metroplex as defined in the Relocation Guidelines.
- The expense must be covered by available department or college funding.
- If grant funds will be used, the moving allowance must be an allowable expense under the funding source.

Please note: The moving allowance is considered taxable income. Applicable federal income tax, Social Security, and Medicare taxes will be deducted from the payment.

Please Provide Justification for Proposed Salary Outside Set Salary Range:

Approval Routing

Approver	Amount Approved	Signature / Date
Primary Investegator		
College Academic Financial Officer		
Space Management		
Academic Resources		

Office Use Only — Academic Resources

Approved Moving Allowance	

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Job Posting Details

These details are used by Academic Resources to create the job posting which is specific to the search and position description which describe the overall expectations for the particular rank in the department which will be retained once the individual is hired as reference for the expectations.

Position Description Information

Information Needed		Response
Position Description: Workload expectations of the role. Include general expectation for research.	***Required***	

Posting Specific Information

Information Needed		Response
Primary Location	***Required***	
Desired Specialty ("Postdoctoral Research Associate of Organic Chemistry") This is what is visible on the external webpage.	*Optional*	
Department Summary (A brief, compelling description of the department and/or lab. This is often a applicant's first impression of the unit)	***Required***	
Job Duties: A minimum of three to maximum of ten job duties that are noted as essential or marginal, and % of time that a candidate may be working on the duty. All time listed must total to 100%. **Example (Conduct experiments - 40% essential)**	***Required***	**Job Duties** | **Job Duties**

Information Needed		Response
Minimum Qualifications	***Required***	
Preferred Qualifications	*Optional*	
Any Required License / Registration / Certification	*Optional*	
Special Instructions for Candidates	*Optional*	
Additional Required Documents (CV, Cover Letter, & list of two references are automatic)	*Optional*	
Optional Documents Candidates May Attach (such as additional sample works)	*Optional*	
Supplemental Screening Questions (such as questions related to specialized experience, years of experience, etc.)	*Optional*	
Additional Comments	*Optional*	

Physical Demands of the Position:			
Sedentary work that primarily involves sitting/standing:		Moving about to accomplish tasks or moving from one worksite to another:	
Moving self in various positions to perform tasks (e.g., stooping, twisting, kneeling, squatting, crawling):		Balancing or ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like:	
Pushing, pulling, or reaching:		Lifting and moving objects up to 20 pounds:	
Lifting and moving objects up to 50 pounds:		Lifting and moving objects up to 100 pounds:	
Operating machinery and/or power tools:		Operating motor vehicles or heavy equipment:	
Repeating motions that may include the wrists, hands and/or fingers (e.g. touching, picking, pinching, keyboarding or otherwise primarily working with fingers):		Seizing, holding, grasping, or turning objects:	
Communicating with others to exchange information:		The ability to hear, understand, and distinguish speech and/or other sounds (e.g., machinery alarms, medical codes, or alarms):	
Clarity of vision at approximately 20 inches or less (e.g., working with small objects or reading small print, including use of computers):		Clarity of vision at 20 feet or more:	

Environmental Hazards for the Position (Check all that Apply):			
No adverse environmental conditions expected.	☐	Elevated Temperatures:	☐
Exposure to moving mechanical parts or vibration:	☐	Low Temperatures:	☐
Noisy environments:	☐	Outdoor elements such as precipitation and wind:	☐
Poor ventilation:	☐	blood pathogens or bodily fluids, hazardous material, radiation or biohazards:	☐
Small and/or enclosed spaces:	☐	Work with toxic or caustic chemicals:	☐
Work is performed in a lab or clinical setting:	☐	Exposure to fumes and airborne particles:	☐

Critical Infrastructure:	
Is this position related to critical infrastructure work in any of the following fields/areas?	

A faculty position should be designated as a Critical Infrastructure Role if the faulty member conducts work on or has access to critical infrastructure, and/or has research as part of their position related to critical infrastructure. Faculty who only teach courses related to these topics and do not conduct research, work on, or have access to critical infrastructure do not meet the criteria.

Critical infrastructure areas include:
Personal data information storage system architecture (not data access or entry)
Cybersecurity
Telecommunications networks
Electrical power delivery systems
Water supply, refinement, storage, and delivery systems
Hazardous waste/material storage, treatment, and delivery systems
Public safety
Emergency services

Search Committee	
Search Committee Chair:	
Search Committee Members *(optional):*	
Search Committee Members *(optional):*	
Initiator on Posting (handles administrative tasks; not the hiring manager):	