



## COADJUTANT NON-TEACHING (CLASS-8) REQUEST FORM

Instructions: Complete form and obtain all signatures before emailing the form to [sebs-hr@sebs.rutgers.edu](mailto:sebs-hr@sebs.rutgers.edu).

Incomplete forms will be returned to the Preparer.

This form is not needed for administrative appointments and summer salary appointments.

**With the exception of administrative appointments for Chairs, Deans, or Directors - All Class 8 appointments must be entered into ROCS, no matter how long or short the appointment term. Appointment letters for Coad appointments must be prepared using the Coad/Lecturer depository. Kindly upload the signed appointment letter into HCM to process this appointment action, then update the shared resource workbook.**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Section II: POSITION INFORMATION

Appointment Start Date: \_\_\_\_\_ Appointment End Date: \_\_\_\_\_

Proposed Salary: \_\_\_\_\_ Funding Source/Account Title: \_\_\_\_\_

Basis/Justification for Proposed Salary:

### Section III: DESCRIPTION OF JOB DUTIES

Job Duties:

Average weekly hours worked \_\_\_\_\_

What prevents this position from being posted as a part-time Class 1 position, or as a temporary Class 3 or Class 4 position?

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Section IV: APPROVAL SECTION

Paul Elwood, HR Director: \_\_\_\_\_  
Signature Date

Mazen Shehat, Senior Associate Dean: \_\_\_\_\_  
Signature Date