



COADJUTANT NON-TEACHING (CLASS-8) REQUEST FORM

Instructions: Complete form and obtain all signatures before emailing the form to sebs-hr@sebs.rutgers.edu.

Incomplete forms will be returned to the Preparer.

☐ New Appointment

☐ Reappointment

This form is not needed for administrative appointments, summer salary appointments or Coad Non-teaching reappointments. With the exception of administrative appointments for Chairs, Deans, Directors, GPDs, or UPDs - all Class 8 non-teaching appointment requests must be entered into ROCS no matter how long or short the appointment term. Before uploading this form into ROCS, please consult the attached Multiple Assignment Matrix to ensure the Class types are compatible. Appointment letters for Coad appointments must be prepared using the Lecturer/Coad depository (the approved form must be attached to the record). Once the Lecturer/Coad appointment letter has been signed, upload the letter into HCM to process the appointment action, then update the shared resource workbook.

SECTION I: REQUESTOR

Name of Requestor: _____ Title: _____

Does the Coad listed in Section II currently have a Class 1 primary appointment within the university? If yes, please complete this section. ☐ Yes ☐ No

Name of Primary Department: _____ Job Title in Primary Department: _____

Name of Supervisor: _____ Supervisor's Signature/Date: _____

SECTION II: NAME OF COADJUTANT

First Name: _____ Last Name: _____ Title: _____

Department: _____ Email Address: _____

SECTION III: APPOINTMENT INFORMATION

Appointment Start Date: _____ Appointment End Date: _____

Proposed Salary: _____ Funding Source/Account Title: _____

Average weekly hours worked _____

SECTION IV: DESCRIPTION OF JOB DUTIES & JUSTIFICATION

Job Duties:

Supervisor Signature: _____ Date: _____

SECTION V: APPROVALS

SEBS-HR Reviewer: _____
Signature/Date

Senior Associate Dean: _____
Signature/Date