



# 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, 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: \_\_\_\_\_

Does the employee currently have a Class 1 primary appointment within the university? No  Yes

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

Job Duties:

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

## SECTION V: APPROVALS

Academic Approver: \_\_\_\_\_ Research Approver: \_\_\_\_\_  
Initial Initial

SEBS-HR Reviewer: \_\_\_\_\_ Senior Associate Dean: \_\_\_\_\_  
Signature/Date Signature/Date