

## COPH Employment Request Form

Part-time and Full-time Employees

**Note: Please submit all requests to Antwanette Martin Thomas to initiate the hiring process. All requests must be submitted at least 4 weeks prior to the start date to allow time for processing through Human Resources.**

**[Do not complete for part-time employment to be paid via excess effort, concurrent employment or 116/117 funds transfers.]**

Proposed Employee Name (if relevant): \_\_\_\_\_

UAMS employee? Y/N      If yes, enter SAP number: \_\_\_\_\_

Job Title \_\_\_\_\_ (Course Instructor, Graduate Student Assistant, Research Assistant, faculty member, staff member or other)

Proposed Total Cost: Salary: \_\_\_\_\_  
Other: \_\_\_\_\_

Funding Source(s): \_\_\_\_\_

Proposed Employment Dates: \_\_\_\_\_ (semester or beginning/ending dates)

If faculty member or involved in teaching a course, course name and number for course to be taught: \_\_\_\_\_

Anticipated Average Number of Hours to be worked per week: \_\_\_\_\_  
(leave blank if faculty member who is to have complete responsibility for teaching a course)

### Duties to be Performed and Explanation/Justification

The following questions must be addressed in this section:

- 1) How does this position help support COPH and Department goals and objectives?
- 2) What are the skill sets that are unique to this position, relative to similar positions within the organization?
- 3) What would the impact be to the organization if this position is not filled?

- 4) What other alternatives have been considered? (Examples: organization redesign; workload reengineering or redistribution; outsourcing.)

Justification:

Proposed Supervisor's Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Request: \_\_\_\_\_