

APPOINTMENT RECOMMENDATION APPROVAL FORM
Division of Chemistry and Chemical Engineering

1. **NAME:** _____

U.S. citizen: Yes No / Country _____ Date of Birth (m/d/y) _____

New Appointment Reappointment Salary Change Other _____
 Postdoctoral Scholar Sr. PD Scholar Visiting Associate Visitor Visiting Professor
 Full time Part time (indicate average # of days/months at CIT) _____

2. **(RE)APPOINTMENT PERIOD** For _____ months starting _____
The formal offer letter will contain the following phrase regarding start date:
"effective (start date), or upon arrival."
(Such a phrase avoids problems about actual date from which salary begins in the usual circumstance where an appointee does not arrive on the exact date of his initial appointment period.)

3. **SALARY***
 New (first Caltech-paid salary/stipend) \$ _____ per annum
 Reappoint from \$ _____ per annum to \$ _____ per annum
 CIT supplemental salary of \$ _____
 Without (NO Caltech funding) salary. If supplemental salary is for a Postdoctoral Scholar, OR for any rank of foreign appointee, indicate below both the amount and source of the non-Caltech funds supporting the appointment. We need written documentation of outside funds.
Amount: \$ _____ (U.S. dollars) Source: _____

4. **FUNDING**
The salary for this appointment should be charged to:
PTA number _____
If H Visa Fees are required use PTA: _____

5. **SPECIAL ALLOWANCES**
If special allowances are to be provided for travel, moving expenses or housing, please indicate below:
\$ _____ for _____ from PTA # _____

6. **HEALTH INSURANCE COVERAGE**
Please complete if appointee is on stipend, outside funding, or supplemental salary is less than \$12,000.
The Institute portion only
 full amount
of Caltech health insurance coverage costs for the appointee will be paid by:
 host's grant or contract funds; account # _____
 appointee
 outside agency: _____

NOTE: Division Chair recommends salary \$1,000 above the minimum required

*Postdoctoral Scholar NIH salary minimums by years of experience. Effective 1/1/2019

0 = \$49,920	3 = \$51,324	6 = \$57,528
1 = \$49,920	4 = \$53,184	Senior Postdoc minimum = \$51,920
2 = \$49,920	5 = \$55,308	Visitor/Visiting Associate minimum = \$49,920

7. **SPACE**
 I have office and/or laboratory space available for this appointee; (required)
Space is allocated in room: _____ Phone: _____

I request that divisional space be allocated as follows:

8. **EQUAL OPPORTUNITY EMPLOYMENT/AFFIRMATIVE ACTION**
(compliance with Institute guidelines regarding a search for women and minority candidates)
 I have complied and the following other candidates were considered:

Position was out of my control as funds were awarded to this candidate by:

have not complied; this was a special case because:

9. I have considered the impact on my present postdoctoral staff regarding their projected reappointments and both space and funding aspects are adequate.

Signature of faculty member Date

Fiscal:		
<input type="checkbox"/> Stipend	<input type="checkbox"/> Salary	<input type="checkbox"/> No Salary/Stipend

<input type="checkbox"/> Funding for full appointment period		
<input type="checkbox"/> Funding not OK because:		
Additional comments:		
Grant Manager: _____	Date: _____	