

**Please attach the individual's CV, resume, and/or application.**

**Title/Type of Unpaid Appointment (check one below)**

- Research Professor (must hold terminal degree in field)
- Research Associate (must have at least a bachelor's degree)
- Research Assistant (must have at least a high school degree or equivalent)
- Research Jr. Assistant (must be currently enrolled in high school, or equivalent)
- Volunteer Lab Assistant – please provide department: [Click here to enter text.](#)
- Volunteer Coach – please provide sport: [Click here to enter text.](#)
- Other – please provide position title: [Click here to enter text.](#)

**Purpose of Unpaid Appointment (check all that apply)**

- To provide volunteer services to the College
- To primarily benefit the individual
  
- To use the College's facilities as a guest to broaden body of knowledge/personal research in a certain subject area

**Contact with Children or Students:** Please indicate whether this individual will be in a position that involves regular and unsupervised contact with children, students, or summer program participants.

- Yes  No

**Name of Individual:** [Click here to enter text.](#)      **Mailing Address:** [Click here to enter text.](#)

[Click here to enter text.](#)

**Union College Supervisor:** [Click here to enter text.](#)      [Click here to enter text.](#)

[Click here to enter text.](#)

**Department or Program:** [Click here to enter text.](#)

**Effective Dates (all appointments typically end no later than June 30<sup>th</sup>):** [Click here to enter text.](#)

**Legally Eligible for Employment in the United States:** Please indicate whether this individual is currently legally eligible to work in the U.S. or whether application for a visa may be required.  Yes  No

*The following questions assist in correctly defining the individual's relationship with Union College. Please attach additional pages if more space is needed.*

**1. What is the purpose of this individual's relationship with Union College?**

[Click here to enter text.](#)

**2. What tasks and/or responsibilities will the individual be allowed to perform?**

[Click here to enter text.](#)

3. Are any of the tasks or responsibilities defined in question #2 performed by current employees of Union College? Do any of the tasks or responsibilities defined in question #2 replace or augment any tasks or responsibilities performed by current employees at Union College?

[Click here to enter text.](#)

4. Are any of the tasks or responsibilities defined in question #2 those typically reserved for guests, volunteers, or interns?

[Click here to enter text.](#)

5. Explain the level of guidance and/or training, if any, that will be provided to the individual to complete the tasks or responsibilities.

[Click here to enter text.](#)

6. Explain when the individual will complete the tasks or responsibilities. For example, are the hours established by Union College or will the individual establish his/her own hours?

[Click here to enter text.](#)

7. Does the individual have full-time or part-time employment at another institution or organization? If so, please provide the name and location of the other institution or organization.

[Click here to enter text.](#)

8. Will the individual be compensated, by Union College or other organizations, in any way, for the tasks or responsibilities defined in question #2? If so, please identify the name of the institution or organization that will compensate the individual.

[Click here to enter text.](#)

9. Do you have any intention of hiring this individual into a Union College position?

[Click here to enter text.](#)

10. Will the individual be involved with any research that will have intellectual property produced, analyzed or confirmed? If so, please explain.

[Click here to enter text.](#)

11. Will the position provide training to the individual that is similar to that received in an educational environment?

Yes  No  Not applicable

[Click here to enter text.](#)

**12. Is the position connected to a formal education program or receipt of academic credit?**

Yes  No  Not applicable [Click here to enter text.](#)

**13. Does the position correspond with the academic calendar, accommodating the individual's school commitments?**

Yes  No  Not applicable

**14. Is the duration of the position limited to the period in which the individual is provided with beneficial learning?**

Yes  No  Not applicable

**Please check all resources required and explain as necessary:**

Space/Facilities Resources

- Office – indicate building/room needed: [Click here to enter text.](#)
- Laboratory or Studio Space – indicate building/room needed: [Click here to enter text.](#)
- Hazardous Waste Removal: [Click here to enter text.](#)
- Desk
- Use of departmental services
- Schaffer Library account/privileges
- Union ID permitting access to: [Click here to enter text.](#)
- Other – please specify: [Click here to enter text.](#)

Technology Resources

- Computer
- Network Access (on-campus)
- Network Access (off-campus / VPN)
- Email Account
- Telephone Connection
- Telephone
- Access to Faculty Computing Resource Center
- Learning Environments privileges (e.g. Media Services, classroom technology)
- Other – please specify: [Click here to enter text.](#)

**Approvals** (please obtain signatures in the order presented below)

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**FOR ACADEMIC DEPARTMENTS & PROGRAMS:**

**Printed Name**

**Signature**

**Date**

**Supervisor** \_\_\_\_\_

**Dept Chair /Prog Director** \_\_\_\_\_

**Dean of Academic Depts** \_\_\_\_\_

**VP of Academic Affairs** \_\_\_\_\_

**Human Resources** \_\_\_\_\_

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**FOR ALL OTHER DEPARTMENTS:**

**Printed Name**

**Signature**

**Date**

**Supervisor** \_\_\_\_\_

**Department Head** \_\_\_\_\_

**Appropriate Vice President** \_\_\_\_\_

**Human Resources** \_\_\_\_\_