

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:
- Volunteer Coach – please provide sport:
- Other – please provide position title:

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:

Mailing Address:

Union College Supervisor:

Department or Program:

Effective Dates (all appointments typically end no later than June 30th):

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?

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

- 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?**

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

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

- 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?**

- 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.**

- 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.**

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

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

- 11. Will the position provide training to the individual that is similar to that received in an educational environment? If so, please note the type of training.**

Yes No Not applicable

12. Is the position connected to a formal education program or receipt of academic credit? If so, please provide the name of the program or college/university.

Yes No Not applicable

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:
- Laboratory or Studio Space – indicate building/room needed:
- Hazardous Waste Removal:
- Desk
- Use of departmental services
- Schaffer Library account/privileges
- Union ID permitting access to:
- Other – please specify:

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:

Approvals (please obtain signatures in the order presented below)

FOR ACADEMIC DEPARTMENTS & PROGRAMS:

Printed Name

Signature

Date

Supervisor _____

Dept Chair /Prog Director _____

Dean of Academic Depts _____

VP of Academic Affairs _____

Human Resources _____

=====

FOR ALL OTHER DEPARTMENTS:

Printed Name

Signature

Date

Supervisor _____

Department Head _____

Appropriate Vice President _____

Human Resources _____