Appointment of Opportunity Request Form

For instructions on the use of this form see USU Policy 385 - Appointments of Opportunity and associated procedures or contact the Office of Human Resources (435-797-0216).
This form has been established for use with all categories of Appointments of Opportunity including: (1.1) Dual Career Assistance (DCA); (1.2) Affirmative Action; (1.3) Institutional Need; (1.4) Temporary Position; (1.5) Employment-at-Will; and (1.6) Written into Sponsored Program Budgets.

Prepared by:	Phone:	Date:
College/Division:	Department:	
Department Head:	DPCODE:	UMC:
Name of Appointment of Opportunity Individual:		
Position Title:	Salary:	FTE:
If applicable, name of DCA partner (USU Employee/Prospective Employee):		
If applicable, department of DCA partner (USU Employee/Prospective Employee):		

This request pertains to the following Appointment of Opportunity category (mark ONE):

1.1 - Dual Career Assistance (DCA):
- ☐ Recruitment
- ☐ Retention

☐ 1.2 - Affirmative Action

☐ 1.3 - Institutional Need

☐ 1.4 - Temporary Position

☐ 1.5 - Employment-at-Will

☐ 1.6 - Written into Sponsored Program Budget

Include the following documents when applicable:

	A job description explaining qualifications for the position.
	A resume/CV of the Appointment of Opportunity Participant.
	Draft offer letter and draft role statement (faculty positions only).
	If written into a Sponsored Program budget, include a copy of the grant budget sheet listing individual's name.

Justification for utilizing Policy 385, Appointment of Opportunity:

(Signature of Department Head) (Date) (Signature of Dean) (Date)

(Signature of Provost Office) (Date)

Please submit this form along with the applicable documents to Andi McCabe, Andi.McCabe@usu.edu (for Academic units) or Sydney Peterson, Sydney.Peterson@usu.edu (for Administrative units). Please carbon copy (cc) Alison Adams-Perlac from Affirmative Action/ Equal Opportunity and Jodi Morgan from Human Resources on all requests.