

KEAN UNIVERSITY  
ACADEMIC SPECIALIST AUTHORIZATION TO HIRE FORM

**Academic Specialist employment is on an intermittent basis or for fixed periods of a short duration, such as on a semester-to-semester basis and may not exceed 15 hours per week.**

\*\* Written authorization from the Office of Human Resources is required in order to begin employment.

\*\* Please note that this form will not be accepted without a detailed job description.

**PERSONAL DATA** (To be completed by the prospective employee)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Alt. Phone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Degree(s) Received: \_\_\_\_\_ Date Conferred: \_\_\_\_\_

\*A Bachelor's Degree is required. Please forward official transcripts to the Office of Human Resources.

Prospective Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DEPARTMENT INFORMATION** (to be completed by the Department)

Department: \_\_\_\_\_ Fund: \_\_\_\_\_ Cost Center: \_\_\_\_\_ Object Code: 5111

Name of Supervisor: \_\_\_\_\_

<b>Hourly Assignment</b>	Semester/Academic Year: _____	<b><u>For HR Use Only</u></b>
	Requested Hourly Rate: \$ _____	Status: _____ ID #: _____
	Anticipated Start Date: _____	Approved Hourly Rate: \$ _____
	Anticipated End Date: _____	Approved Start Date: _____
		Approved End Date: _____

**APPROVALS** (Upon obtaining the first approval, the form is to be hand delivered to the second and third approval by the department)

1. \_\_\_\_\_ 2. \_\_\_\_\_  
Chair/C.C. Dir./Exec.Dir. Signature Date Division Vice President Signature Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print name

3. \_\_\_\_\_ 4. \_\_\_\_\_  
Budget Director (Fin. Svcs.) Signature Date Director of H.R. Signature Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

5. \_\_\_\_\_  
Vice President for Admin. & Finance Signature\* Date

\_\_\_\_\_  
Print Name

\*The signature of the V.P. for Admin. & Finance is required for any requested rate of more than \$17.00 per hour or any contractual agreement.