

# New Position Request Postdoctoral Appointment

Case Western Reserve University School of Dental Medicine  
Return completed form to: Tricia Ribeiro, Office of Finance and Administration

\_\_\_\_\_ Faculty Mentor

\_\_\_\_\_ Department Contact

Is this appointment going to replace a recently resigned/terminated postdoc/employee?

If yes, who? \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_

Estimated Salary: \_\_\_\_\_

\*\*Please note that the salary for a postdoc position is based on the NIH NRSA guidelines. If you are looking to hire a post doc with more experience, please estimate the years of experience and use the NIH NRSA guidelines to estimate salary. Final salary figure will be based on the experience of the selected candidate.

Source of Salary Support (speedtype): \_\_\_\_\_

\*\*If the position will be supported by a sponsored project, please attach a revised forecast that shows at least 12 months of salary and insurance support.

Statement of Responsibilities – Approval requires submission of a job description ranging in length from a paragraph, describing technical responsibilities, to multiple paragraphs describing creative, innovative or discovery-focused responsibilities (either complete in space below or attach a separate description).

\_\_\_\_\_  
(Chair signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(Dean's signature)

\_\_\_\_\_  
(date)

Finance and Operations Comments/Approval: