

**COLLEGE OF ARTS AND SCIENCES  
REQUEST FOR ADMINISTRATIVE STAFF CONTRACT**

Name of Candidate \_\_\_\_\_ BGSU ID# \_\_\_\_\_

Address (where contract is to be sent) \_\_\_\_\_  
\_\_\_\_\_

Position# \_\_\_\_\_ Job Opening # \_\_\_\_\_

Incumbent/Functional Description \_\_\_\_\_

**TERMS OF CONTRACT:**

Title \_\_\_\_\_

Salary \$ \_\_\_\_\_

Contract Period (check one box only)

Academic Year     Fiscal Year     Other (specify dates): \_\_\_\_\_

Funding (check one box only)

Department# \_\_\_\_\_ **OR**     Grant/External Funds# \_\_\_\_\_

Special Instructions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature, Chair/Director                      Date                      Department /School

\_\_\_\_\_  
Signature, Dean                                      Date

For A&S Office use only:

Fund#: \_\_\_\_\_ DEPT#: \_\_\_\_\_ Cash: \$ \_\_\_\_\_ OPERS: \$ \_\_\_\_\_ Total: \$ \_\_\_\_\_ FTE: \_\_\_\_\_ %