This form is to be used for Clinical Fellow, Postdoc Scholar, Courtesy, and Affiliate appointments.

**Name of Authorized Requestor:**

**Phone:**

**Date:**

**Hiring Unit:**

**Position Information**

**Type:**

**Anticipated Start Date:**

**End Date:**

**FTE or Estimated Hours Per Week:**

**Supervisor:**

**Recommended Appointee Information**

**Name:**

**OSU ID:**

**Comments**

Clinical Fellows/Postdoc Scholars

Email draft position description & recommended appointee's resume/CV to HSBC.HR@oregonstate.edu.

Courtesy/Affiliate

Retain a copy of the position description & recommended appointee's resume/CV at the departmental level.

**Funding Information** (Not Required for Courtesy/Affiliate)

<table>
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<tr>
<th>Proposed Full-Time Annual Salary/Stipend</th>
<th>Estimated OPE</th>
<th>Index &amp; Activity Code</th>
<th>% Salary</th>
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For information regarding calculation of OPE, please visit http://fa.oregonstate.edu/budget/budget-development-resources or send an email to BC.HealthSciences@oregonstate.edu.

**Approvals**

Department Head/Director: ________________________________ Date: ____________

Dean: ________________________________ Date: ____________

HSBC Budget Authority: ________________________________ Date: ____________

Send fully signed form & requested attachments, along with draft PD, to HSBC HR Manager, HSBC.HR@oregonstate.edu.