



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: (2.1.1) Dual Career Assistance (DCA); (2.1.2) Institutional Need; (2.1.3) Temporary Position; (2.1.4) Employment-at-Will; and (2.1.5) Sponsored Program Supported Position.

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):		
2.1.1- Dual Career Assistance (DCA) Recruitment Or Retention	2.1.2- Institutional Need	2.1.3- Temporary Position
	2.1.4- Employment-at-Will	2.1.5- Sponsored Program Supported Position

Include the following documents when applicable:

<input type="checkbox"/>	A job description explaining responsibilities and qualifications for the position.
<input type="checkbox"/>	A resume/CV of the Appointment of Opportunity individual.
<input type="checkbox"/>	Draft offer letter and draft role statement (faculty positions only).
<input type="checkbox"/>	If Sponsored Program Supported Position, include a copy of the approved grant budget sheet listing individual's name.

Justification for utilizing Policy 385, Appointment of Opportunity:

 (Signature of Director/Department Head) (Date) (Signature of Dean/Vice President) (Date)

 (Signature of Provost/President) (Date)

Please submit this form along with the applicable documents to Andi McCabe, Andi.McCabe@usu.edu (for academic units) or Nancy Hanks, Nancy.Hanks@usu.edu (for non-academic units). Please copy (cc) Amanda Castillo, amanda.castillo@usu.edu, in the Office of Equity and Jodi Morgan, Jodi.Morgan@usu.edu, in Human Resources at the time of submission.