

Please use the outline below to submit your request for all Lecturer positions or new hires prior to the start date. All questions must be answered and supporting documentation provided. These requests should be emailed to [Tulsa.hr@okstate.edu](mailto:Tulsa.hr@okstate.edu),

Human Resources will reach out to the lecturer to schedule an appointment for paperwork completion prior to the start date. First pay dates will be determined by Human Resources. Any necessary background checks will be conducted by Human Resources.

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Please provide the following information:

Date of Request: \_\_\_\_\_

Title of Position: \_\_\_\_\_

Employing Department: \_\_\_\_\_

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

Name of Lecturer (First and Last): \_\_\_\_\_

Lecturer Banner ID: \_\_\_\_\_

Lecturer Email Address: \_\_\_\_\_

Start Date of Lecturer: \_\_\_\_\_

End Date of Lecturer: \_\_\_\_\_

Hourly Pay Amount: \_\_\_\_\_

Funding Account for this Position\*: \_\_\_\_\_

\*Funding approval must be submitted with this request. It may be an email either from Eric Polak if non-grant funding is used or from grants and contracts if grant funding is used.

Number of hours of work estimated per week: \_\_\_\_\_

Please justify the business need for this position and give a brief description of job duties: