



**COLUMBIA UNIVERSITY  
NOMINATION FORM**

	<b>EFF. DATE</b>	<b>ACTION</b>	<b>REASON</b>	
1.	_____	_____	_____	
2.	_____	_____	_____	DATE SUBMITTED
3.	_____	_____	_____	
	POSITION	OF TOTAL	POSITION(S)	

NAME	Prefix _____	Suffix _____	OFF. PHONE _____	SOCIAL SECURITY NO. _____
	Last, First Middle		RES. PHONE _____	ADMIN. DEPT. NAME _____
			FAX _____	ADMIN. DEPT. CODE _____
	WORK LOCATION _____			

OFFICE ADDRESS	MAILING ADDRESS (Current)
MAIL CD. _____	CHK SEQ CD _____
CITY _____	STATE _____
COUNTRY _____	ZIP _____

HOME ADDRESS (Permanent)			
CITY _____	STATE _____	COUNTRY _____	ZIP _____

<b>PERSONAL</b>	<b>WORK ELIGIBILITY</b>	U.S. CITIZEN	YES	NO
SEX	Male	Female	BIRTH DATE _____	VISA TYPE _____
ETHNICITY / RACE*	EXPIRATION DATE _____			
MARITAL STATUS*	MIL. RPT. STATUS*	PERM RES REG # A: _____		
MARITAL STATUS DATE _____				

<b>EDUCATION</b>		
HIGHEST DEGREE _____	INSTITUTION _____	YEAR _____
DEGREE _____	INSTITUTION _____	YEAR _____
DEGREE _____	INSTITUTION _____	YEAR _____
DEGREE _____	INSTITUTION _____	YEAR _____
DEGREE _____	INSTITUTION _____	YEAR _____

<b>TENURE INFORMATION</b>	<b>COMPLETE UNIVERSITY TITLE</b>
TENURE _____	
TENURE OF TITLE _____	
NON TENURED - ON TRACK _____	
OTHER NON TENURED _____	

<b>POSITION / SALARY INFORMATION</b>	POSITION NUMBER _____	
POS. DEPT. CODE _____	COMP. RATE \$ _____	ANNUAL RATE \$ _____
POS. DEPT. NAME _____	SALARY TYPE _____	CNTRCT Period Salary ( with Appt./ Base Salary End Date )
TITLE _____	NAANNL Annual Salary ( without Appt./ Base Salary End Date )	
POSITION ENTRY DATE _____	APPT. / COMP. RATE EFF. DATE _____	
APPT. TYPE* _____	APPT. / COMP. RATE END DATE _____	
BARG. UNIT _____	FT / PT _____	HOURS / WEEK _____
		% EFFORT _____

<b>LEAVE OF ABSENCE</b>				
LEAVE ACTION _____	LEAVE REASON _____			
LEAVE BEGIN DATE _____	LEAVE END DATE _____	PARTIAL PAY	YES	NO

<b>COMMENTS:</b>
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<b>AUTHORIZATIONS / APPROVALS</b>			
NAME _____	DATE _____	NAME _____	DATE _____
CHAIR / DIRECTOR _____		PROVOST _____	
NAME _____	DATE _____	NAME _____	DATE _____
VP / DEAN _____		HRPC _____	

PLEASE TYPE or USE COLORED INK  
( DO NOT USE BLACK INK OR PENCIL )