

Unpaid Appointment Intake Form

Approvals: Before services begin, all appointees must be approved by the sponsoring supervisor and division leader.

Appointee's Name (Last, First, Middle):		Start Date: (Please note that auto term generates based on appointment type)		
Are they authorized to work in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No		Appointee Email Address:		
Work Location: <input type="checkbox"/> Hybrid <input type="checkbox"/> Onsite <input type="checkbox"/> Remote				
If remote, are they working inside or outside the US? <input type="checkbox"/> Inside US <input type="checkbox"/> Outside US				
<p style="text-align: center;">1. Will the appointee be working with University Research, federally funded, or other funding sources?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">2. Will the appointee be working with or around students?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">3. Will the appointee be supervising minors?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>				
<p style="text-align: center;">Please note: If appointee is working outside the US or marked yes on Question 1, a Research, Security, and Compliance review is required. Fill out the RSC review here https://tinyurl.com/5n7n7c9b</p>				
Briefly describe job duties that will be performed below:				
If applicable, provide MoCode				
Appointment Type:				
Select one	Type <small>** See type definitions below</small>	Appointment Maximum*	Fees	Email
<input type="checkbox"/>	Conditional	Aligns with paid appt	None	Aligns with paid appt
<input type="checkbox"/>	Education Partner	3 years	None	Business or Personal
<input type="checkbox"/>	Emeritus	None	\$300	University Email
<input type="checkbox"/>	Guest Affiliate	1 year	\$300	University Email
<input type="checkbox"/>	Vendor	1 year	\$150	Business or Personal
<input type="checkbox"/>	Visiting Student	1 year	\$300	University Email
<input type="checkbox"/>	Volunteer	1 year	\$200	Personal Email
<p style="text-align: center;"><small>*The maximum duration for each appointment type varies. End dates are automatically set based on the start date. If you need an appointment that exceeds the maximum length, you must renew it at the end of it's term. There is no limit to the number of renewals and appointment can have.</small></p>				
Department (Dept ID):			Department Contact:	
Supervisor and Empl ID:			Supervisor Signature and Date:	
Department Chair/Director Signature and Date:			College, School, Division (CSD) Signature and Date:	

Signature Requirement Notice: Signatures must be provided either in wet ink or approved electronic signature. Typed signatures will not be accepted and will result in the form being returned for correction.

Unpaid Appointment Appointment Types

Type	**Definition	Required Documents to Initiate
Conditional	University employees whose unpaid appointment is conditional upon the individual's paid appointment to gain access that would otherwise not be available through the paid appointment.	<ol style="list-style-type: none"> 1. Unit Approval 2. Research Security and Compliance (if required)
Education Partner	Individuals who possess a professional certification or licensure and who have agreed to teach, advise, mentor, supervise or otherwise provide educational opportunities to university students within a non-university organization	<ol style="list-style-type: none"> 1. Unit Approval 2. Research Security and Compliance (if required) 3. Education Partner MOU
Emeritus	Individuals granted Emeritus status, pursuant to CRR 320.090, may be granted an unpaid appointment.	<ol style="list-style-type: none"> 1. Emeritus letter from Provost/Chancellor
Guest Affiliate	Individuals paid by another organization or non-University payroll or unpaid who need access to university resources for appropriate, approved purposes.	<ol style="list-style-type: none"> 1. Unit Approval 2. Research Security and Compliance (if required)
Vendor	Individuals who use University's facilities and resources to perform their work for a contracted organization, such as contractors, outsources services, independent contractors, and vendors	<ol style="list-style-type: none"> 1. Unit Approval 2. Research Security and Compliance Rubric (if required) 3. Vendor MOU
Visiting Student	Students who partake in University of Missouri educational experiences under a formal Education Agreement between the University of Missouri (host institution) and their home institution (affiliate).	<ol style="list-style-type: none"> 1. Unit Approval 2. Research Security and Compliance (if required)
Volunteer	Individuals who perform services for the university for civic, charitable, or humanitarian reasons without promise, expectation, or receipt of compensation for services rendered.	<ol style="list-style-type: none"> 1. Unit Approval 2. Research Security and Compliance (if required)