Lahore University of Management Sciences
RECOMMENDATION FORM FOR APPOINTMENT
RA/TA/Project Staff/Intern

Name _____   Date _____
Position Title _____   Department _____
Reporting To _____   Replacement For _____

New Position ☐ Yes ☐ No   Recommended Salary Per Month _____

Start Date _____   End date _____

Term of Appointment (Part-time/ Full-time) _____   If Part-time mention (Hours) _____

Course Details (in case of TAs):

Course Name: _____   Course Code: _____

Course Units: _____   Expected Enrollment(s): _____

Research Details (for researchers):

Research Title: _____   Details: _____
_____

Charge Budget To: ☐ School/ Dept.   ☐ Sponsored Grant   ☐ Other: _____

Budget Head	Allocated Amount	Previous Utilization	Amount

In case of sponsored grant, please provide title / details of Grant:

Grant Code (if known): _____   Internal Order: _____

Cost Sharing?   ☐ Yes   ☐ No   If Yes, Sharing Percentage: _____

Budget Approvals

Approved by Office of Research   Approved by Finance
(for Sponsored Grants including FIF, Startup grant, overhead account)

Remarks or any Special Comments:

Recommended By   DD/MM/YYYY   Approved By   DD/MM/YYYY
Supervisor/ Instructor   Chair/ HOD

Approved by Dean   DD/MM/YYYY   Approved by HR   DD/MM/YYYY

Checklist for documents to be submitted to HR by the Department

☐ Resume of the candidate   ☐ Copy of CNIC / Passport
☐ Two (2) latest passport size photographs   ☐ Interview evaluation forms
☐ Copies of the candidate supporting documents (i.e. transcripts/degrees/certificates)
Budget approval is mandatory for externally funded projects/grants from Office of Research
Budget approval is mandatory for internal funds from Finance