GUEST FACULTY COLLABORATOR REQUEST

Thank you for your interest in collaborating with Argonne! Please complete this form and return it to your proposed Argonne host Division who will complete any required next steps.

I. Information about You

Name:

E-Mail:

Phone:

Institution:

Position:

Have you ever had any type of appointment at Argonne, including as a User or Outside Collaborator (Cyber Gate Pass)? If yes, please provide details (including prior badge number, if known).

Yes   No

II. Information about the Proposed Collaboration

Argonne Host:

Proposed dates of collaboration:

Hours per week:

Expected hybrid/telecommuting status:

How do you expect to be funded during this period?

Brief Description of Proposed Research:

III. Required Attachments

- Copy of your updated CV
- Documentation of employment and/or sabbatical status
- Documentation of funding for the appointment (can be combined with documentation of employment)
- Two (2) letters of reference; one from your current dean or department head and the other from a professional reference. If preferred, letters can be sent directly to faculty@anl.gov. Each reference should address:
  - How long and in what capacity the reference knows you
  - Strengths and weaknesses that the reference perceives in relation to this appointment
  - Any other descriptive comments which will assist in providing a complete picture of how the proposed appointment will enhance your future teaching and research
- Copy of the ANL-671 Guest Agreement (for individuals funded under a U.S. Government Grant or Contract) or the ANL-671A (for individuals not funded under a U.S. Government Grant or Contract) signed by an appropriate official at your home institution. Once received, it will be signed by the appropriate individual at Argonne.

Upon approval, you will be scheduled to start on a Monday. New collaborators or collaborators who have not had an active record with Argonne in the past year will be required to attend our virtual New Worker Orientation program that Monday morning, from 9-10:30AM CST. You will receive and e-mail invitation the week before your start date.

Questions? Contact your proposed Argonne host.

Processing instructions for Division HR representative (contact the TA Operations Lead (blund@anl.gov) with questions):

- *Collect request form and attachments*
- *Create requisition in Workday*
  - *Reason code non-posted*
  - *For job description, reference Proposed Research field on this form*
  - *Complete and attach an ANL-1015*
  - *Select appropriate type (long-term or short-term) and time (full-time or part-time, if part-time specify hours)*
- *Work with Recruiter to post and have candidate apply (does not need to stay up 5 days)*
- *Move though the process flow*
  - *For foreign nationals, complete both 593s through the FAVOR-Workday integration*
  - *Complete Create Offer Stage*
    - *Enter pay (leave blank – do not enter .01), and relocation information if applicable*
    - *Passes through normal approvals (through the DD step)*
    - *Move Forward directly to Hire (skip Offer Letter step); provide relocation form if applicable*
- *For any foreign national, contact Immigration Specialist Karen Liptak (kliptak@anl.gov).*
  - *If the individual requires immigration sponsorship, Karen will initiate that paperwork.*
  - *if the individual has their own immigration status, Karen will review their documentation to ensure that it is sufficient to take up this role at Argonne*
- *Upon Hire, the record will transition to the Workday HCM environment as a pending start*
  - *The individual will receive an automatic e-mail from argonne@servicenowservices.com with their Argonne username and password. If they do not receive it or have technical problems, contact the Service Desk*
  - *The individual will not receive a letter or confirmation e-mail from HRS*
  - *Individuals who have not been active at Argonne within the past year will receive an invitation to Orientation the week before their start date*