

**The Office of Provost  
Administrative Staff Form**

**Application:**

Appointment Start Date (mm/yyyy): \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

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

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

College: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Approvals:**

Date: \_\_\_\_\_

Signature (Dean/Chair): \_\_\_\_\_

Print Name (Dean/Chair): \_\_\_\_\_

**Note:**

1. This form needs to be filled out by administrative staff in each department or dean's office and signed by the chair or dean;
2. The completed form should be sent to the Provost Office as a record for Banner data entry/update;
3. Chairs and Deans are responsible for the update of their administrative staff information if there are any changes.