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.