



Research Titles

[formerly D2-140.0 - D2-140.2.1]

Responsible Officer: HOP Committee

Sponsoring Office: Office of the Executive Vice President and Provost

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Errors or changes to: policy.office@utdallas.edu

General Policy

Generally, unclassified research positions should be held to a minimum; however, with the appropriate approvals, as set forth in appointment procedures below, individuals appointed to a position with the title of Research Scientist or Research Associate will be considered Administrative/Professional appointments.

RESEARCH SCIENTIST

The Research Scientist category is reserved for individuals not seeking or being considered for appointment as a faculty member (though he/she would generally be considered qualified for a faculty appointment) and able to receive full funding for research activities from outside sources. The primary job duties of the position are research activities. The position is not a faculty position. This is an Administrative and Professional (A&P) position and as such serves at the pleasure of the President.

A person may be appointed to the position of Research Scientist only after the approval of the Dean of the School. Normally, these approvals will be processed through the routine appointment and budget procedures. A person appointed to this position will be eligible to participate in the Optional Retirement Program provided all other eligibility criteria are met.

RESEARCH ASSOCIATE

The position is commonly in the career path leading to a faculty appointment after post-doctoral work.

Appointment to Research Associate may be granted by the Dean of the School.

This appointment is not a faculty appointment. This is an Administrative and Professional (A&P) position and as such serves at the pleasure of the President.

PROCEDURE FOR APPOINTMENTS

The procedure for initial appointment as a Research Associate is as follows:

1. A Search Plan must be submitted to the appropriate dean.
2. The vacancy must be advertised in at least one national and one local publication. Diverse vacancies may be publicized in the same advertisement.
3. The Principal Investigator should prepare an academic file on the candidate to include:
 - Biographical data (Curriculum Vitae),
 - Letters of recommendations, and
 - Reprints of the candidate's publications (if available).
4. At the conclusion of the search, and before an offer can be made to the candidate, the Principal Investigator must prepare a summary of the search and submit it, along with all the applicant files attached, and a completed Request For Appointment Form to the dean for his approval.
5. If the dean approves the appointment, the Principal Investigator will prepare an offer letter in accordance with the Office of General Counsel approved form <http://www.utsystem.edu/ogc/contracts/aaform6.htm> for signature by both the Principal Investigator and the dean.

Related Statutes, Policies, Requirements or Standards

- UT Dallas
- UT System
- State
- National

Appendix

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Policy History

- Dated June 1, 1998 as Policy D2-140.0 - D2-140.2.1 ; revised March 2011
- Revised July 14, 2011