



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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SUBJECT

APPOINTMENTS

SUB-TOPIC

RESEARCH TITLES

GENERAL POLICY

Generally, unclassified research positions should be held to a minimum; however, individuals holding the titles of Research Scientist or Research Associate will be considered as Administrative/Professional. The following provisions to the Regents' Rules and Regulations will further define this policy which is intended to achieve consistency in the use of academic titles and acquisition of tenure at UTD.

Normal appointment procedures should be followed when requesting new Research appointments or extension of existing Research appointments.



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RESEARCH SCIENTIST (UNCL.)

A person may be appointed to the position of Research Scientist (Uncl.) only after the approval of the President upon the recommendation of the appropriate administrative head and the Executive Vice President for Academic Affairs. 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.

The Research Scientist (Uncl.) category is designed to serve two (2) purposes:

1. A person not seeking or being considered for appointment as a faculty member (though he/she would generally be considered qualified for a faculty appointment) and is able to receive full funding for research activities from outside sources may be appointed as a Research Scientist (Uncl.). Such a person would devote full time to research activities, would not be a member of the faculty, and as such, would not be in the tenure channel. Expectancy of continued employment is based solely upon the continued availability of outside funding.
2. It may be used as a "joint appointment" category for those individuals who are already on the faculty (Professors, Associate Professors, Assistant Professors only) and who can also obtain funding from research grants or contracts for all or part of their salary. For example, a person may have a half-time appointment as an Associate Professor to teach physics and a half-time appointment as a Research Scientist (Uncl.) to conduct research under a federal grant. The individual's time would be evenly split between those two (2) functions. This person, then, is a member of the faculty and, as such, may be in the tenure channel, but he/she is not a faculty member or in the tenure channel by virtue of the Research Scientist position.



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RESEARCH TITLES, Continued

RESEARCH ASSOCIATE (UNCL.)

The purpose of this position is to provide a career plan for qualified individuals leading to the possibility of a faculty appointment after post-doctoral work. Appointment to Research Associate (Uncl.) may be granted by the President, or his designee, only upon the recommendation of the appropriate dean or Executive Vice President for Academic Affairs.

A person receiving this appointment is neither a faculty member nor in the tenure channel during the time the appointment is held.

Two (2) consecutive one (1) year appointments may be received, based upon funds availability and satisfactory performance, but in no case may the span of appointments exceed a total of four (4) years.

PROCEDURE FOR APPOINTMENTS

The procedure for initial appointment as a Research Associate (Uncl.) is as follows:

1. A Search Plan, including the approval of the appropriate dean must be submitted to and approved by the Executive Vice President for Academic Affairs. (Questions regarding the Search Plan format should be directed to the Executive Vice President for Academic Affairs' Office.)
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 Executive Vice President for Academic Affairs for his approval.
5. If the Executive Vice President for Academic Affairs approves the appointment, the Principal Investigator will prepare an offer letter for signature by both the Principal Investigator and the Executive Vice President for Academic Affairs.



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RESEARCH TITLES, Continued

RESEARCH ASSOCIATE (UNCL.), Continued

PROCEDURE FOR EXTENSION OF APPOINTMENT

To extend the appointment of a Research Associate (Uncl.), the following steps should be observed:

1. Six (6) months prior to the conclusion of the second year of a Research Associate (Uncl.) appointment, the dean should send a request for approval of the extension to the Executive Vice President for Academic Affairs.
2. If the extension and the concurrences of the Executive Vice President for Academic Affairs and Senior Vice President for Business Affairs are received, the file will be presented to the President, or his designee, for approval.
3. The dean will notify the employee, in writing, that the appointment extension has been approved and will provide copies of this notification to the President, Executive Vice President for Academic Affairs and the Human Resources Office.

RECLASSIFICATION

If a Research Associate (Uncl.) does not receive a faculty appointment at UTD at the end of an extended appointment, he/she will be reclassified or terminated.