



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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**REVISION
2**

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SUBJECT

APPOINTMENTS

SUB-TOPIC

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.