



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.)

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.