

4.5 Guidelines for Appointing Research Faculty, Joint Appointments and Affiliate Faculty

Provost, and appropriate approvals from the laboratory/employer supporting the Joint Faculty member.

PLEASE COMPLETE THE INFORMATION ON THIS FORM WHEN REQUESTING TO HIRE

Last Revision:

October 20, 2021

Governing Policies

Section 4.5.2.C, Faculty Handbook – General Outline of Faculty Recruitment and Selection Process

Procedure

1. **Research Titles: Research Professor, Research Associate Professor, and Research Assistant Professor**
 - a. The Principal Investigator shall confer with the Department Head to confirm the availability of a research faculty position and of institutional or departmental resources that will be required to support the position. The salary range and final offer amount will be determined in partnership with the Office of Human Resources.
 - b. Departments must advertise vacancies for Research Faculty in accordance with section 4.5.1 in the Faculty Handbook. The search process outlined for Administrative Faculty in section 4.5.2 E beginning at Step 2 will be followed.
 - c. For Research Professors, Research Associate Professors, Research Assistant Professors, and Joint Positions, the curriculum vitae of the candidate should be circulated to the department faculty and the candidate should be asked to give a seminar and afforded the opportunity to meet with as many of the department faculty as possible. Subsequently, a minimum of two-thirds of the department tenured and tenure-track faculty must vote in favor of the selection. After appropriate approval at the department level, the Department Head will submit the position to the Dean for approval.
 - d. If the position is approved by the department tenured and tenure-track faculty, the Principal Investigator will seek the approval of the Department Head for the new position holder's salary even if the position will initially be non-remunerated. The salary should be comparable to research faculty with similar positions in the department.
 - e. Upon appropriate approval at the department level the Department Head will submit the tenured and tenure-track faculty approval memo to the appropriate dean.
2. **Postdoctoral Fellow, Research Associate, Research Support, and Affiliate Faculty**
 - a. The Principal Investigator requests creating the position. Positions require approval of the Department Head and Dean. Departments must advertise vacancies in accordance with section 4.5.1 of the Faculty Handbook. The search process outlined for Administrative Faculty in section 4.5.2 E beginning at Step 2 will be followed.
3. **External Joint Faculty**
 - a. Conferral of this status requires the approval of two-thirds of departmental or program tenured and tenure-track faculty, approval of the Department Head or Program Director, Dean, and