RESEARCH ASSOCIATE PROFESSORS

INITIAL APPOINTMENT:
MEDSAC Steering Committee and University Board of Trustees approval is required for initial appointment.

PLEASE SUBMIT ITEMS 1-5 to OAA via BOX or by email
1. Faculty Personnel Appointment Form (PAF 500) – signed/countersigned by appropriate Department Chair(s) and/or Center Director(s). (Please note the HR Posting Number on the form in the appropriate spot.). Note: Research Associate Professors should not be paid 100% from a GR 5 account.

2. Original signed offer letter

3. Employment Eligibility Verification (I-9) form – please ensure the candidate completes the I-9 prior to their start date. OAA will verify I-9 completion with HR. Do not submit the I-9 or supporting information to OAA.

4. Copy of Intellectual Property Agreement Form – (original IPA should be forwarded to ORPA, Box 270140)

5. Affirmative Action Form – form is only for the use of the Academic Affairs Office and will not be forwarded to the HR Service Center

PLEASE SUBMIT ITEMS 6 – 9 VIA the Promotion & Reappointment Manager (PRM)
6. Department Chair/Center Director recommendation letter – Must include information regarding the funding sources from which the faculty member’s salary will be paid throughout the term of the appointment

7. Current Curriculum Vitae

NOTE: FOR ITEMS 8 AND 9 – ALL RECEIVED LETTERS OF RECOMMENDATION MUST BE INCLUDED, REGARDLESS OF CONTENT, IN THE APPOINTMENT PACKET.

8. Internal referee letters (2-4)

9. External referee letters (2-4)
RESEARCH ASSOCIATE PROFESSORS

PROMOTIONS:
MEDSAC Steering Committee and University Board of Trustees approval is required for promotion.

PLEASE SUBMIT ITEM 1 to OAA via BOX or by email
1. Faculty Personnel Action Form (PAF 510). Hard copy must be submitted to the Office of Academic Affairs. **Note: Research Associate Professors should not be paid 100% from a GR 5 (grant) account.**

PLEASE SUBMIT ITEMS 2 – 5 VIA the Promotion & Reappointment Manager (PRM)
2. Department Chair/Center Director recommendation letter – Must include information regarding the funding sources from which the faculty member’s salary will be paid throughout the term of the appointment
3. Current Curriculum Vitae – following either URSMD (see Appendix II of the *SMD Regulations of the Faculty*, pages 38-40), or eCV format

**NOTE: FOR ITEMS 4 AND 5 – ALL RECEIVED LETTERS OF RECOMMENDATION MUST BE INCLUDED, REGARDLESS OF CONTENT, IN THE APPOINTMENT PACKET.**

4. Internal referee letters (2-4)
5. External referee letters (2-4)

REAPPOINTMENTS:
University Board of Trustee approval is required for reappointment

PLEASE SUBMIT ITEM 1 to OAA via BOX or by email
1. Faculty Personnel Action Form (#510). **Note: Research Associate Professors should not be paid 100% from a GR 5 (grant) account.**

PLEASE SUBMIT ITEM 2 VIA the Promotion & Reappointment Manager (PRM)
2. Department Chair/Center Director recommendation letter – Must include information regarding the funding sources from which the faculty member’s salary will be paid throughout the term of the appointment