RESEARCH ASSOCIATE PROFESSOR

INITIAL APPOINTMENT:
MEDSAC Steering Committee and Provost approval 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. Faculty Demographics 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 REAPPOINTMENT PACKET. Letters of recommendation should be written by those at the same rank as the proposed rank, or higher.
8. Internal referee letters (2-4)
9. External referee letters (2-4)
RESEARCH ASSOCIATE PROFESSOR

PROMOTIONS:
MEDSAC Steering Committee and Provost approval 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 REAPPOINTMENT PACKET. Letters of recommendation should be written by those at the same rank as the proposed rank, or higher.

4. Internal referee letters (2-4)

5. External referee letters (2-4)

REAPPOINTMENTS:
Provost approval 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

Revised May 2022