RESEARCH ASSISTANT PROFESSOR
Submit all documents to the Office of Academic Affairs via BOX or by email.

INITIAL APPOINTMENT:
1. Faculty Personnel Appointment Form (PAF 500) – signed/countersigned by appropriate Department Chair(s) and/or Center Director(s). (Note the HR Posting Number on the form). Note: Research Assistant Professors should not be paid 100% from a GR 5 (grant) 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 OAA and will not be forwarded to the HR Service Center
6. Completed Faculty Recommendation Form
7. 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
8. Current Curriculum Vitae
9. Referee letters (1-2, can be from either internal or external referees). Note: 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.

PROMOTIONS:
1. Faculty Personnel Action Form (PAF 510). Note: Research Assistant Professors should not be paid 100% on a GR 5 account.
2. Completed Faculty Recommendation Form
3. 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
4. Current Curriculum Vitae – following either URSMD (see Appendix II of the SMD Regulations of the Faculty, pages 38-40), or eCV format
5. Referee letters (2-5). Note: 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.

REAPPOINTMENTS:
1. Faculty Personnel Action Form (PAF 510) Note: Research Assistant Professors should not be paid 100% from a GR 5 (grant) account.
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