

RESEARCH ASSOCIATE PROFESSORS

(For initial appointment, MEDSAC Steering Committee approval is required as well as approval by the University Board of Trustees)

APPOINTMENTS:

1. Original signed offer letter
2. Copy of Employment Eligibility Verification (I-9) form – Attach legible copy/copies of proof of citizenship (U.S. citizen) or work authorization (non-U.S. citizen)
3. Copy of Intellectual Property Agreement form – (original IPA should be forwarded to ORPA)
4. Affirmative Action Form – form is only for the use of the Academic Affairs Office and will not be forwarded to the HR Service Center
5. Faculty Personnel Action Form (PAF #500) – signed/countersigned by appropriate Department Chair(s) and/or Center Director(s). (Note the HR Posting Number on the form in the appropriate spot and include the faculty recruitment position number, assigned by the Dean's Office, in the remarks section of the 500 form.)
6. Completed and signed 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. Internal referee letters (2-4)
10. External referee letters (2-4)

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PROMOTIONS:

1. Completed and signed Faculty Recommendation Form
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 *SMD Regulations of the Faculty*, pages 38-40), or eCV format
4. Internal referee letters (2-4)
5. External referee letters (2-4)
6. Faculty Personnel Action Form (#510)

REAPPOINTMENTS:

(Reappointments are approved by the Senior Associate Dean for Academic Affairs and require University Board of Trustee's approval as well)

1. 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
2. Faculty Personnel Action Form (#510)