

## RESEARCH ASSISTANT PROFESSOR

### 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.) **DO NOTE: RAPs should not be paid 100% effort on a ledger 5 account.**

### ADDITIONALLY, PLEASE PROVIDE THE FOLLOWING ITEMS:

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. Referee letters (1-2) (can be from either internal or external referees)
10. Faculty Personnel Action Form (#510)

**NOTE: For promotions to the rank of Research Assistant Professor, follow the guidelines above – numbers 6-10. Current CV can be either following the URSMD or eCV format.**

### REAPPOINTMENTS:

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) **DO NOTE: RAPs should not be paid 100% effort on a ledger 5 account.**