

REQUEST FOR PERMISSION TO RECRUIT FOR A RESEARCH PROFESSOR

*No research group is authorized to recruit for the position described below until a copy of this form **bearing the Senior Vice President & Provost's approval** is received by the Vice President for Research and the Director of research group seeking authorization to recruit.*

I. Research unit initiating request: _____

“Units are eligible for a research professorship position if they can document that they have a major research program that has brought in sufficient funds to pay all costs of the program plus this new position for at least 3 years without additional University funding.”

Director of Research (PI): _____

Academic departments/schools involved with this research unit:

Department/School

College

Research expenditures of this group for the past three fiscal years:

1. _____
Fiscal year to date

2. _____

3. _____

Approved funding for future years

List other research professors within this research group

II. Academic Unit with responsibility for recruitment, hiring, evaluation and promotion of this research faculty position:

Does this Academic Unit already have a faculty personnel policy in place and approved by the Dean, the Vice President for Research and the Senior Vice President & Provost that stipulates how research faculty are to be recruited, evaluated, and promoted? _____

If no, please attach a revised policy from the academic unit that incorporates these issues and that has been reviewed and approved by the faculty of the unit, Committee A,

Chair/Director, Dean, and Vice President for Research.

- III.** Research professors are funded from grants and contracts; however, the University makes a commitment to supply bridge funding if needed for these individuals.

“The salaries awarded those appointed to these positions will be paid from the grant(s) funding the research program. Initial salary and rank will be commensurate with experience and national standards.....In the event of a break in the continuity of funding during the period of a research professor’s appointment, the individual may apply, with the approval of his or her research unit, for bridge funding only after three years of service, subject to two limitations: 1) the individual will be eligible for bridge funding in an amount equal to one-half the total indirect cost generated by the grants and contracts on which he or she has been appointed, up to a maximum of 12 months salary, and 2) the university will provide no more than 12 months salary, regardless of the amount of indirect cost generated.”

Account number that will provide bridge funding if required: # _____

Signature of Account Sponsor (VPR): _____

IV: Chair of the Search Committee (Director of the Research Program):

Name	Email	Phone
------	-------	-------

Attach a complete job description to be used in external or internal advertisement (include specialization, degrees, and experience required or desired, rank, approximate salary range (12 month), duties, date appointment begins, application screening deadline, to whom application is to be made. Affirmative Action statement, etc.):

Search Committee Members (must include one member from outside the academic unit):

V: Approvals for search:

Research Director:	
	Date

Chair/Director:	
	Date

Academic Dean:	
	Date

Vice President for Research:	
	Date

Senior Vice President & Provost:	
	Date

**FINAL RECOMMENDATION TO HIRE
RESEARCH PROFESSOR**

I. A copy of the “Request for Permission to Recruit for Research Faculty” is on file with both the VPR and the Provost.

A. Attach a copy of the recommended candidate’s vita or resume to this form.

B. Attach the preliminary letter of offer from the research director to the recommended candidate that includes start date, initial annual salary (12 month), rank, and grant accounts from which paid, and any other relevant details. (Official letter will be issued by the Vice President and Provost - sample attached)

II. The undersigned endorse the hiring of _____ into a research faculty position at the rank of [assistant professor, associate professor, professor].

Research Director: _____

Chair/Director of Academic Unit _____

Academic Dean: _____

Chair, Research Council: _____