



## Request for Permission to Recruit for a Research Faculty Position

*This form bearing the Senior Vice President & Provost approval signature must be completed prior to beginning recruitment for a research professor.*

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

*“The salary awarded to 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 faculty member’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.” (Section 3.5.3 of NC Faculty Handbook)*

**The Office of the Vice President for Research will provide bridge funding for research professors pursuant to the terms discussed in the Faculty Handbook.**

### **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 group: \_\_\_\_\_
- Research expenditures of this group for the past three fiscal years:
  - 1. \$ \_\_\_\_\_  
fiscal year to date
  - 2. \$ \_\_\_\_\_
  - 3. \$ \_\_\_\_\_

*(attach description and nature of approved funding for future year)*

- List all other research faculty within this Research Unit and include their academic unit affiliations:

### **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? **Yes**      **No**

**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 for the final approval of the Senior Vice President & Provost.

**III: Chair of the Proposed Search Committee (director of research group):**

Name	Email	Phone
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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.):

List Search Committee Members (must include 1 member from outside the academic unit):

_____
_____
_____

**IV: Search process:**

Nationally advertised \_\_\_\_\_

Locally advertised (internal within the University) \_\_\_\_\_

**V: Approvals for search:**

Director of research group: \_\_\_\_\_ Date

Chair/Director of Academic Unit: \_\_\_\_\_ Date

Academic Dean: \_\_\_\_\_ Date

Vice President for Research: \_\_\_\_\_ Date

Senior Vice President & Provost: \_\_\_\_\_ Date

## Procedures for Research Faculty Hiring

A research group is eligible to request a research faculty position when it can document that the group has a research program that can bring in sufficient funds to pay all costs of the program plus those of the proposed position for at least three years without additional Educational & General University funds. See Faculty Handbook 3.5.3.

1. The academic unit in which the research faculty will be appointed must have **policies** in place for recruiting, evaluating and promoting research professors at the ranks of assistant, associate and full research professor. These policies must be approved by the academic unit and Committee A and approved by the Dean, Vice President for Research, and Senior Vice President and Provost.
2. The director of the research group completes a Request for Permission to Recruit a Research Faculty Position form and sends the request through the appropriate Chair/Director, Dean, Vice President of Research, and Senior Vice President and Provost for approval.
3. Once the permission to recruit as been granted (notification will be sent to the director of the research group by the Provost Office), the positions will be **advertised** locally (*jobs.ou.edu*) and/or nationally in appropriate publications. Applications will be reviewed by a search committee chaired by the director of the research group funding the position. The search committee will also consist of tenure track or tenured faculty within the academic unit and at least one tenure track or tenured faculty member from outside the academic unit. Applicants for these positions will be considered eligible if they meet the required qualifications determined by the head of the research program and the other members of the search committee and as articulated in the job description.
4. The search committee will **recommend** a candidate to the academic unit's Committee A and Chair/Director for approval. Committee A and the chair will present the approved candidate, along with the recommendation for rank, to the tenured and tenure-track faculty for a vote. Once the academic unit has made a recommendation and the academic Dean has endorsed this recommendation, the credentials of the candidate and final recommendation to hire the candidate for the research faculty position shall be reviewed by the Vice President for Research, whose recommendation will be forward to the Senior Vice President and Provost. (Use the College Recommendation Request for Faculty Offer Letter.)
5. The Senior Vice President and Provost will send the **official offer letter** to the candidate, and after receiving an acceptance signature, the personnel action item will be placed on the agenda of the OU Regents for final approval.