

# Request for Research Faculty Position

## **Section A** Description of Position

1. Attach a copy of the job description
2. Attach a short paragraph describing how this position will be funded. Per policy VLF.8, research faculty are primarily supported by extramural or non-general funds, while a minimum of at least 5% of the total annual compensation is supported by general funds. If the position is initially funded primarily from general funds, please provide a description of the plan and timeline for converting the position to primarily extramural funding.
3. Attach a copy of the unit's uniform set of guidelines (refer to procedures for research faculty appointment, review and promotion) documenting guidelines for annual review, re-appointment, and promotion; a mentoring plan; unit voting privileges; etc.

### **Hiring Unit Description:**

School/College	
Org. Unit Number and Name	
Contact Person: Name, Location, Phone, Email	

### **Position Description:**

Position Title and Rank	
Salary Range (attach wage analysis from ISS if position is sponsored)	
Anticipated Start Date	
FTE	
AY or FY	

### **Funding Description (add additional rows as needed):**

	Type of Fund (sponsored, gift, general, etc.)	Fund/Cost Center/Order	Expiration Date if SP	Percentage
1				
2				
3				

\_\_\_\_\_  
*Department Business Manager*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone and Email

## **Section B** Signatures of Approval for Creating Research Faculty Position

\_\_\_\_\_  
*Department/School Head or DPD Center/Institute Director*

\_\_\_\_\_  
Date

\_\_\_\_\_  
*School/College Dean or VP of DPD*

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Executive Vice President for Research*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Provost for Faculty Affairs

\_\_\_\_\_  
Date

## Request for Search Waiver for Research Faculty Position

Once a research faculty position has been approved (Sections A and B), research faculty hires follow the normal search and screen processes that are in place for tenured/tenure track faculty hires. Under normal circumstances, a full search is required to ensure that all interested parties have an opportunity to apply for a faculty position. Sometimes, however, situations occur that make it necessary to request that a faculty appointment be made without conducting a full search. Use this form to request a waiver of a search for a research faculty position (note: when relevant, this can be done at the time the research faculty position is requested). OIE approval is required for all faculty search waiver requests.

### **Section C** Name of Candidate Recommended and Reasons for Waiver

---

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Initial

\_\_\_\_\_  
Last Name

In addition to the information requested in Sections A and B, along with the completed form also provide the following required documentation:

1. Explain the reasons for which a waiver is required for this research faculty position.
2. Attach a copy of the candidate's curriculum vitae
3. Attach a paragraph supporting this recommendation. Comment on the candidate's strengths and weaknesses.

### **Section D** Signatures of Approval for Search Waiver

---

\_\_\_\_\_  
*Department/School Head or DPD Center/Institute Director*

\_\_\_\_\_  
Date

\_\_\_\_\_  
*School/College Dean or VP of DPD*

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Executive Vice President for Research*

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Vice Provost for Faculty Affairs*

\_\_\_\_\_  
Date

Search Waiver Approval by the Associate Vice President for Institutional Equity (OIE) occurs in SuccessFactors. Please upload completed forms with requisition in SuccessFactors for approval