

# **FACULTY RESEARCH APPOINTMENTS**

This appointment type is typically used when faculty take a sabbatical leave or a request a release from teaching to focus on research. The release time from teaching is granted by the Chair of their department. During the period of teaching release, faculty may be paid from their projects.

## **The appointment periods:**

- Fall: 07/01-12/31
- Spring: 01/01-06/30

**Pay rate:** 9/12 (Service period and pay period consistent with the teaching appointment)

## **Job Codes:**

- 1981 Research Engineer/Full Professor
- 1983 Associate Research Engineer/Associate Professor
- 1985 Assistant Research Engineer/Assistant Professor

Step	Owner	Process
1	Faculty	<ul style="list-style-type: none"> <li>• Completes Faculty Research Appointment Request form and submits it to departmental Academic HR Analyst</li> </ul>
2	Academic HR Analyst	<ul style="list-style-type: none"> <li>• Reviews form ensuring all necessary information for a teaching release is included</li> <li>• Completes sabbatical information on request form</li> <li>• Submits form to department Chair for signature</li> <li>• Submits signed form to Faculty's RSO</li> </ul>
3	RSO	<ul style="list-style-type: none"> <li>• Completes all required funding information on form</li> <li>• Signs form to confirm funding</li> <li>• Submits form to Team 2-ERSO HR Operations (ersohrops@erso.berkeley.edu)</li> </ul>
4	Team 2-ERSO HR Operations	<ul style="list-style-type: none"> <li>• Obtains approval from Associate Dean for Research</li> <li>• Enters appointment in HCM</li> <li>• Requests pay with Team 2-Payroll Services (if needed)</li> <li>• Sends copy of approved request to CoE Dean's office-Academic Personnel</li> </ul>