

RESEARCH RECALL APPOINTMENT PROCESS

Step	Owner	Process
1	Requestor	<ul style="list-style-type: none"> • Determines they would like a Research Recall appointment and contacts HR Administrator
2	HR Administrator	<ul style="list-style-type: none"> • Sends the “Research Recall Appointment Form” to Requestor • Gathers the necessary documents for Research Recall Appointment: <ul style="list-style-type: none"> ▪ Research Recall Check Sheet ▪ Completed and signed Form ▪ Current Biography (for new appointments only) ▪ Annual supplement to the Bio-Bibliography for last fiscal year ▪ Copy of UCRP Waiver (for new appointments only) ▪ Funding confirmation • Sends the completed case to ERSO Academic HR Assistant (193 M Cory Hall)
3	ERSO Academic HR Asst	<ul style="list-style-type: none"> • Ensures all the necessary documents were submitted • Routes case to ERSO Academic HR Analyst
4	ERSO Academic HR Analyst	<ul style="list-style-type: none"> • Reviews documents, determines case can be approved as submitted • Obtains Associate Dean for Research’s approval on request • Routes approved case back to HR Administrator