

## Professional Research Series

The Professional Research series is used for academic appointees who engage in independent and creative research activity of high quality at the equivalent to that expected of the Professor series. There are three levels in this series: Assistant, Associate and Full Research. A Ph.D. is required for this title and the Assistant Level has an 8 year limitation.

### REQUIRED DOCUMENTS:

- Exceptional Permission to Recruit (used for appointments more than 50% for up to one year).
- Targeted Hire /Request for Search Waiver (used if for appointee’s PI would like to appoint beyond one year)
- Memo (if appointment is less than 50% time)
- CV (with publications list if applicable)
- Funding Confirmation
- Other items on Check Sheet

Step	Owner	Process
1	Host Faculty	<ul style="list-style-type: none"> <li>• Decides they would like to appoint someone in the Research Series and notifies HR Coordinator.</li> </ul>
2	HR Coordinator	<ul style="list-style-type: none"> <li>• Connects with the researcher and obtains necessary documents for appointment approval</li> <li>• Reviews documents and determines proper classification within series based on experience, etc.</li> <li>• Submits required documentation to ERSO</li> <li>• Academic HR Analyst (193 M Cory Hall)</li> </ul>
3	ERSO Academic HR Analyst	<ul style="list-style-type: none"> <li>• Gives final review of case and obtains approval from Associate Dean for Research</li> <li>• Once approved, submits case to Academic Personnel Office</li> </ul>
4	APO*	<ul style="list-style-type: none"> <li>• For Asst level, request is sent to APO for layoff number only. Approval final with Associate Dean for Research</li> <li>• For Associate and Research level, request is sent to APO for final approval from Budget Committee and Vice Provost</li> <li>• Sends approval back to ERSO Academic HR Analyst</li> </ul>
5	ERSO Academic HR Analyst	<ul style="list-style-type: none"> <li>• Receives approved request and routes it back to HR Administrator</li> </ul>

\*Turnaround time at APO is approximately one month.