



Research Faculty or Research Associate Position Request

This form is used to request approval to appoint or post a research level faculty position or research associate position.

Instructions: Upon the completion of this form, obtain all necessary departmental signatures and submit electronically to COM Finance (comfinance@health.fau.edu) for verification of funds. Following COM Finance's review and signature, submit the completed form with required attachments to the Dean, copying comdeansoffice@health.fau.edu.

If there is an expectation this position will utilize animal models for research, then authorization from the VP for Research is necessary before recruiting and finalizing the hire.

Date:

Department:

Program:

Anticipated Start Date:

Requested End Date:

NOTE: *Appointments should end on June 30th unless funding expires before that date*

FTE:

Direct Supervisor:

Department/Unit Contact:

1. What type of position is requested? Check off one box.

Research Associate: Responsibilities include carrying out research projects, analyzing data, writing reports and scientific papers, and providing appropriate recommendations to address and eliminate problem areas. Minimum qualifications are a Master's degree or a Bachelor's degree (from an accredited institution) and at least three years of higher-level laboratory experience.

Faculty-Level Research Appointments (*attach completed [Faculty Level Research Form](#) with request*): Appointees are professional researchers who are interested and capable of independent investigations and publication and who support the research mission of the University by assisting a department achieve its research goals. Faculty-level research appointments are non-tenure earning. Minimum qualifications are a Doctoral degree from an accredited institution.

Research Assistant Professor

Research Associate Professor

Research Professor

2. Proposed business (working) title (if applicable). If posted, this title will display to applicants:

3. Will this position have benefits? Check off one box.

Yes

No

4. What are the responsibilities for this position? Specify unit. If not applicable, type N/A.

Research/Scholarship Responsibilities – Expectations for scholarly activity, including expectations for extramural grant or contract funding, etc.:

Other – Teaching, service, administrative or other responsibilities:

5. What is the market salary range for this position?

\$ _____
Low End of Salary Range

\$ _____
Upper End of Salary Range

6. What is the source of information/benchmark used for the requested salary range?

7. Is the requested position already budgeted? Check off one box.

COM Finance Comments:

Yes, the position is already budgeted

No, the position is not budgeted. Please indicate the amount requested and specify:

7a. Indicate funding source(s). Check off all that apply. Important: If any portion of this appointment is contingent on funding, please provide amount and funding source name for the offer letter:

COM Finance Comments:

Department Budget – already budgeted Amount \$ TAG:

Department reserves Amount \$ TAG:
Please explain

College Budget – already budgeted Amount \$ TAG:

11. If not requesting a recruitment/search process, please provide specific exemption justification/criteria (referencing the [Office of the Provost Faculty Search and Hiring Procedures](#)):

Post-doctoral or other research position where the prospective employee has special expertise and the appointments is for a limited time period (*exemption 2*).

Positions funded from contracts and grants when the proposed employee is specifically identified by name in the contract; or, the position is available because a contract or grant is terminated and the position has the same duties under the re-established contract or grant (*exemption 1 - A and B*)

Position of 0.5 or less FTE (*exemption 4*)

OPS Position (*exemption 7*)

Other:

12. Is this position designated as Essential Personnel (http://www.fau.edu/hr/files/Essential_Personnel_Policy.pdf)?
Yes No

13. Will this position require a cell phone? Check off one box.
Yes No

14. What is the SmartTag for the background check?

15. Will the employee be driving a University vehicle (this includes a golf cart)?

Yes – requires a motor vehicle record check No

16. Will the employee have fiduciary responsibilities (ex. cash handling, pCard, or access to credit card or checks)?

Yes – Requires a credit history check No

17. Will the employee be in contact with a protected class (i.e. children under the age of 18, elderly, or individuals with disabilities)? Check off one box.

Yes - requires a Level 2 background screening including fingerprinting, in accordance with Florida Statutes:

No

Please complete this section only if a search is not requested or required and a candidate is identified:

18. Candidate's name:

19. Proposed starting salary:

20. Are there any immigration issues (J1 or H1-B sponsorship) that need to be addressed? If yes, please provide the type of visa being requested.

Yes – Provide specific details:

No

Please complete this section only if a search is required or requested:

21. Required: Attach a copy of the draft posting in Word. This posting verbiage will be displayed to applicants. Important: Once this information is submitted via the job requisition, the information cannot be changed unless the entire action is canceled and reinitiated.

22. What is the length of time the position will be posted? A minimum of seven days is required.

Provide Posting end date:

23. Is outside advertising requested? Advertising in online publications and publications that enhance diversity is encouraged.

Yes – provide a list of requested external ad sources, approved maximum budget, and the units SmartTag for ad costs:

No

Please complete this section for Joint Hires only:

24. Which Departments/Colleges/Pillars/Platforms will support this joint-hire?

25. Indicate in which unit the faculty member will primarily be doing research. Check off one box. Note: Departments and Pillars may report 100% of funding and research productivity as associated with their individual units. The Division of Research reports will give 100% credit to the lead unit assigned at the time the proposal is routed for approval.

Department/College

Pillar/Institute

26. Departments and Pillars will share grant-based salary recovery and IDC distribution based on percent pay covered by the Department and Pillar.

Department/Primary College. Percentage:

Pillar/Institute. Percentage:

Secondary College, if applicable. Percentage:

27. Indicate budgetary designations. Departments and Pillars will share IP revenue based on percent pay covered by the Department and Pillar.

Department/Primary College. Percentage:

Pillar/Institute. Percentage:

28. Describe conflict resolution procedures for this position:

29. List any other terms/conditions as set by the units on joint-hire.

Formal understanding of the process or terms of the agreement if faculty request to no longer be in joint position and asks to be assigned to only one unit rather than how originally hired:

Formal understanding of the long-term financial resource responsibilities should the faculty member leave the Pillar:

Formal understanding of any additional long-term resource responsibilities (other than financial) should the faculty member leave the Pillar:

Formal understanding of the terms if the faculty member is granted tenure on appointment or achieves tenure later on (noting that the flow of support may be constrained if the faculty member is out-of-unit):

Supervisor (if other than the Chair)

Date

College Finance Rep - Verification of funds to include moving expenses and appointment end date (if grant-funded or time-limited). Comments:

Date

Brain Institute Adm. Director (if applicable) -
Verification of funds to include moving expenses
and appointment end date (if grant-funded or
time-limited). **Comments:**

Date

Chair

Date

Pillar Director (if applicable)

Date

After COM Finance has verified funds and all above applicable signatures are obtained (email approvals are accepted in lieu of signatures), please email an electronic copy of the request to the Dean, copying, comdeansoffice@health.fau.edu, the Senior Associate Dean for Research, Associate Dean for Faculty Affairs and any pertinent college leadership.

Dean - Charles E. Schmidt College of Medicine

Date

Dean – Participating Unit (if joint-hire)

Date