

Procedure for Reappointing Research Investigators

The University has a maximum time-in-rank policy for Research Investigators. After a Research Investigator has been in this position for four years without promotion, the appointing unit must move him/her out of the rank.

Following the faculty member's initial appointment period, if less than four years, the unit submits a request to extend the appointment for another period, not exceeding a total of four years.

- Appointment request form
- Candidate's CV
- Draft offer letter (include new appointment dates and salary)
- Draft MoU (include updated information for the new appointment period)

Procedure for Reappointing Assistant Research Scientists

The University has a mandatory unit review policy for Assistant Research Scientist appointments: a mandatory unit level review by the third (3rd) year and a mandatory University level review by the sixth (6th) year.

Following the unit's third year review, the unit submits a request to extend the appointment for another period, up to three years. The following documents should be submitted for ADAA approval:

- Appointment request form
- Candidate's CV
- Draft offer letter (include new appointment dates and salary)
- Draft MoU (include updated information for the new appointment period)

Please submit the documents in one pdf file in the order listed above to Sherry Hall (sfolsom).