

Checklist for Research Staff Positions

Items needed from the P.I.

Research Only:

- Research Staff Assignment Form
- Job Description Addendum
- Resume/Curriculum Vita

Research & Teaching Duties:

- Research Staff Assignment Form
- Job Description Addendum
- Resume/Curriculum Vita
- Transcript

Items to be prepared by DBA and submitted to NSM/Provost for Approval

Research Staff Packet:

- Memo to Provost
- PAR
- Position Request
- Job Description
- Job Description Addendum
- Resume/Curriculum Vita

Faculty Folder Packet:

- Approval of Hiring Form
- PAR
- Position Request
- Resume/Curriculum Vita
- Transcript
- Faculty Employment Acceptance Form