

## Research Faculty & Research Professor Series Checklist

Date of Submission to HR Service Center:

Position Number:

### Position Data

Job Code:

Working Title:

Standard Hours worked per week:

FTE:

Supervisor's Name:

Supervisor's Position Number:

|   |
|---|
| <b>Position Duties (For Research Affiliates (1315), please provide justification for affiliation, not duties)</b> |
|   |

Requested Salary Amount:

### Recruitment

Is this a Targeted Hire?

Targeted Hire Name:

### Funding (Not Required for Research Affiliate)

| Speedtype #1 |   | Speedtype #2 |   | Speedtype #3 |   | Speedtype #4 |   |
|--------------|---|--------------|---|--------------|---|--------------|---|
|              | % |              | % |              | % |              | % |
|              |   |              |   |              |   |              |   |

Is this position initially funded by a Fund 10?

*If this position is initially funded by a Fund 10, please include the head of department's signature (Chair, Dean, Director, etc.)*

Anticipated Funding End Date (if known):

### Part 3: Approvals

|  |
|--|
| <b>PI/Hiring Supervisor</b>  |
| <i>I certify that the information in this checklist represents an accurate description of the position, funding source(s) and percentages of effort.</i> |
| <b>Name:</b> _____ <b>Signature:</b> _____ <b>Date:</b> _____  |

|  |
|--|
| <b>Associate Director/Division Director/Chair/Dean (Required for Research Affiliate (1315) only)</b>   |
| <i>I certify that the information in this checklist represents an accurate description of the position, funding source(s) and percentages of effort.</i> |
| <b>Name:</b> _____ <b>Signature:</b> _____ <b>Date:</b> _____  |

|  |
|--|
| <b>Additional Signatures (As needed by the Department/Institution)</b>   |
| <i>I certify that the information in this checklist represents an accurate description of the position, funding source(s) and percentages of effort.</i> |
| <b>Name:</b> _____ <b>Title:</b> _____<br><b>Signature:</b> _____ <b>Date:</b> _____   |
| <b>Name:</b> _____ <b>Title:</b> _____<br><b>Signature:</b> _____ <b>Date:</b> _____   |