

## Northwestern University Recommendation for Faculty-Level Research Appointment



*This form must be approved at the department and school or center level(s) before being submitted to the Office of the Provost. An executed copy of this form will be returned to the initiating Dean's office; only then may the candidate be notified of the appointment. The International Office should be contacted early in the appointment process for any foreign nationals.*

Name \_\_\_\_\_ Employee ID # \_\_\_\_\_  
           Last    First

**Title Requested (Job Code):**

Research Assistant Professor, 100066  
 Research Associate Professor, 100212  
 Research Professor, 100686  
 Senior Research Investigator, 103075

**Action Requested:**

New appointment  
 Reappointment  
 Change of dates  
 Salary change Effective date \_\_\_\_\_  
 Change of Title/Reclassification/Promotion  
     ↳ Current Title \_\_\_\_\_  
 Other \_\_\_\_\_

**Time:**

Full time          Part time, %= \_\_\_\_\_

School/Center \_\_\_\_\_ Department \_\_\_\_\_

Appointment start date<sup>1</sup> \_\_\_\_\_ Appointment end date \_\_\_\_\_

Contract period<sup>2</sup> \_\_\_\_\_ months

Salary paid by NU: \$ \_\_\_\_\_/month \_\_\_\_\_/Year

Source of funds: University: \_\_\_\_\_ Sponsored: \_\_\_\_\_  
 \_\_\_\_\_

Compensation not administered through NU (Required for unpaid appointment): \$ \_\_\_\_\_  
 Sponsoring Entity (attach documents) or Affiliated organization (i.e., NMH): \_\_\_\_\_

**Current CV:** Required for all new appointments and promotions (not required for reappointments).

**Insurance/benefits:** Additional information regarding benefits eligibility can be found on the HR Benefits website: <http://www.northwestern.edu/hr/benefits/eligibility/index.html>

**E-Verify/I-9:** To comply with Federal Law, the E-Verify I-9 must be completed by all new hires and individuals who receive employment-related payments. The E-Verify I-9 is not required for unpaid appointments. Policy may be found at <http://www.northwestern.edu/hr/payroll/E-Verify.html>

All Research Faculty are bound by the [Patent and Invention Policy](#) and [Conflict of Interest Policies](#). The applicant has been informed that he/she is bound by the Patent and Invention policy and Conflict of Interest Policies has been provided with a copy of the Faculty Research Appointment Policy and the Faculty Handbook.

**RECOMMENDATION:** *I recommend this appointment and certify that the proposed position is in accord with University policies. This appointment has received Department/Center approval per the usual process of recommendation for a regular faculty member, and the Department/Center takes full responsibility for the appointee.*<sup>3</sup>

Sponsoring Principal Investigator \_\_\_\_\_ Date \_\_\_\_\_

Department Chair or Center Director \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Date \_\_\_\_\_

Office of the Provost<sup>4</sup> \_\_\_\_\_ Date \_\_\_\_\_

Prepared by: \_\_\_\_\_ Date \_\_\_\_\_  
 Please PRINT your name

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_ @

A full copy of the Research Faculty Appointment policy may be found at: <http://www.orfa.northwestern.edu/policies-and-forms/>

<sup>1</sup> Start and end dates must not extend past the corresponding dates of the source of funds. Any additional funds shall be the responsibility of the department/center.

<sup>2</sup> Department should confirm school policy with their dean's office.

<sup>3</sup> Full responsibility includes provision of facilities and equipment, and may involve an obligation of salary, benefits and health insurance claims.

<sup>4</sup> Forms should be sent to [facultyrecords@northwestern.edu](mailto:facultyrecords@northwestern.edu) for Office of the Provost signature.