

Research Position Posting Request Form

Revised 12/19/2017

**Texas A&M University
Division of Research**

Research Enterprise Business Services

The Research Position Posting Request Form must be submitted to the Office of the Vice President for Research to advertise faculty-equivalent positions through the Texas Workforce Commission. The following research titles are considered faculty-equivalent and must be posted for a minimum of five calendar days: *Assistant Research Scientist*, *Associate Research Scientist*, *Research Scientist*, and *Postdoctoral Research Associate*. All fields marked with an asterisk (*) must be completed. [Click here](#) for additional instructions.

Hiring Department Information:

*Department: _____ *College: _____

*Contact Name: _____ *Contact Email: _____

*Contact Phone: _____ *Number of positions (as listed below) to be filled: _____

*Application Method: Mail Phone Fax Email Additional instructions listed below

*Mailing Address: _____

Department/Unit web address (URL): _____

Additional Contact Instructions: _____

Position Information:

*Position Title: _____ *Primary Work Location: _____

*Salary: _____ *Pay Basis: _____

*Job Type: _____ *Position Type: _____

*Driver's License Type Required: _____ *Occupation Type: _____

*Shift: _____ *Is this position D.O.T. Regulated: _____ *Supervisory Experience Required: _____

*Does this position, or the duties performed, involve use of restricted items, software, or technology covered by Export Controls regulations? _____

*Major/Essential
Job Duties:*Required
Education and
Experience:Preferred
Education and
Experience:

Required Licenses or Certifications	
Required Special Knowledge, Abilities, or Skills:	
Special Instructions: (for applicants)	
Required Documents:	<input type="checkbox"/> Cover Letter <input type="checkbox"/> <input type="text"/> <input type="checkbox"/> Résumé/CV <input type="checkbox"/> <input type="text"/>
Additional Information: (for VPR)	

Faculty-Equivalent Research Title Information:

Research Title	Title Code	Job Posting Required with:	ORP Eligible	Minimum Qualifications
Postdoc Research Associate	8630	VPR or HR	✓	Appropriate doctoral degree.
Assistant Research Scientist	8627	VPR or HR	✓	Appropriate doctoral degree and relevant professional experience.
Associate Research Scientist	8628	VPR or HR	✓	Appropriate doctoral degree and minimum of 3 years relevant professional experience.
Research Scientist	8634	VPR or HR	✓	Appropriate doctoral degree and a minimum of 6 years relevant professional experience.

For additional information on specific research titles please click on the title above or [click here](#).

For questions, email ResearchStaffing@tamu.edu or contact Kim Williamson at kwilliamson@tamu.edu or 979-845-2555. When this form is complete, please click "Submit Form" below to forward to our office via email.