

DIVISION OF RESEARCH

Procedures for Posting and Hiring Faculty-Equivalent Research Positions

These procedures are intended to supplement [System Regulation 33.99.01](#) and [Standard Administrative Procedure 33.99.01.M0.01](#). To the extent a conflict arises between these procedures and the referenced System Regulation or University Rule, the Regulation or Rule will prevail.

When external candidates will be considered for faculty-equivalent positions, they must be posted through the Texas Workforce Commission. For hiring purposes, the following research positions are considered faculty-equivalent:

Assistant Research Scientist	Associate Research Scientist
Research Scientist	Postdoctoral Research Associate

I. Posting Procedures

- A. Send [Research Personnel Posting Request \(RPPR\)](#) form to the Office of the Vice President for Research at RPA-Form@tamu.edu. Positions will be posted on the Texas Workforce Commission website, and the department will be notified that the position was posted. The position must remain open with applications being accepted for at least five (5) calendar days.
- B. Departments are encouraged to post positions with supplemental sources, such as journals or other publications, to meet their research staffing needs and to build a diverse pool of applicants.
- C. Send an email message to RPA-Form@tamu.edu to close the position. Postings for multiple positions do not have to be closed to proceed with hiring process.

II. Departmental Hiring Procedures:

- A. Post the position, per section I above and collect all applications for consideration.
- B. Ask all candidates to complete and submit a [Self-Identification Information Form](#). (Candidates are not required to submit this form.)
- C. Follow hiring procedures per System Regulation 33.99.01 and document the search and selection process:
 1. Describe the process for recruitment and selection of the candidate based on the parameters of the job posting and required qualifications
 2. Describe the interview process and list of candidates interviewed
 3. State how/why the successful candidate was selected
- D. Make offer to selected candidate, including all necessary contingencies in offer letter.
- E. Submit [Criminal Background Check Request Form](#) to Recruitment and Workforce Planning.
- F. Submit [Verification of Degree\(s\) and/or Licensure Release Form](#) to the Office of the Vice President for Research. Fax to 979.845.1345.
- G. For Assistant Research Scientist, Associate Research Scientist, and Research Scientist positions, complete the [Committee Approval Form](#). (Not required for Postdoctoral Research Associate positions.)
- H. Complete and submit an [Affirmative Action Tracking Form](#) for all considered applicants.
- I. Complete an [RPA form](#) and send it, with appropriate attachments, to RPA-Form@tamu.edu.
- J. Retain copies of applications, interview notes, and related paperwork as specified in the [State of Texas Records Retention Schedule](#).

Questions?

Contact: Joe Ashworth	845-1882	joeshworth@tamu.edu
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