

DIVISION OF RESEARCH

Procedures for Sourcing Faculty Salary on a Research Title

When a visiting faculty or faculty member is performing research under the supervision of a faculty-level PI and their research duties are at the postdoctoral research level (or lower), there may be a need to use a designated research title for a portion of their salary. In those instances, refer to the [Research Title Matrix](#) on the Division of Research [website](#) to determine the appropriate research title to use.

I. Approval Procedures

- A. Documentation for approval must include:
 - a. employee's primary title
 - b. requested [research title](#) and research title code
 - c. justification for use of the title including name(s) of sponsored research projects and PIs
 - d. employee's CV
- B. If the candidate is/will be a new hire:
 - a. The intent to pay the person in a particular research title may be included in the "Permission to Hire" memo.
 - b. The memo should route through the department head, dean and Vice President for Research (VPR).
- C. If a person has already been hired without prior approval to use a research title:
 - a. A memo should be routed through the department head and dean, to the VPR for approval.
 - b. The memo to the VPR should be submitted to RPA-Form@tamu.edu or mailstop 2403.

II. Payroll Procedures

- A. As long as the individual is in a faculty title (their PIN is tied to a faculty title), a Research Personnel Action Form (RPA) will not be needed.
- B. Attach a copy of the approval memo, signed by the VPR, to the EPA to source a portion of the faculty-member's payroll on the appropriate research title.

Questions? Please Contact

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