

**Research Position Posting Request Form**

Revised 9/13/2021

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

Research Enterprise Business Services

The following research titles are considered faculty-equivalent and must be posted for a minimum of five calendar days either through the Workday job site or by the Division of Research: Assistant Research Scientist, Associate Research Scientist, Research Scientist, and Postdoctoral Research Associate. To post a position in Workday, follow the business process to create a job requisition. To post outside of Workday, on the Work In Texas site, this Research Position Posting Request Form may be submitted to the Office of the Vice President for Research. 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 style="width: 150px; height: 20px;" type="text"/> <input type="checkbox"/> Résumé/CV <input type="checkbox"/> <input style="width: 150px; height: 20px;" type="text"/>
Additional Information: (for VPR)	
<p><b>*Justification:</b> describe how the position(s) meets at least one of these criteria.</p> <ul style="list-style-type: none"> <li>-Necessary for health, safety or security reasons</li> <li>-Has direct impact on revenue/grants</li> <li>-Necessary to meet student needs</li> </ul>	
<p><b>*Executive Approver Signature :</b> or provide email or memo</p>	

**Faculty-Equivalent Research Title Information:**

Research Title	Title Code	Job Posting Required with:	ORP Eligible	Minimum Qualifications
<a href="#">Postdoc Research Associate</a>	8630	VPR or HR	✓	Appropriate doctoral degree.
<a href="#">Assistant Research Scientist</a>	8627	VPR or HR	✓	Appropriate doctoral degree and relevant professional experience.
<a href="#">Associate Research Scientist</a>	8628	VPR or HR	✓	Appropriate doctoral degree and minimum of 3 years relevant professional experience.
<a href="#">Research Scientist</a>	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](mailto:researchstaffing@tamu.edu) or call Tom Owen at 979-458-4956. When this form is complete, please click "Submit Form" below to forward to our office via email.