CNS Checklist for Research Titles
(This should be the coversheet and accompany all documents related to the request)

Criteria and definitions of research titles (HOP 7-1020: Research Titles) are set by the Vice President for Research and Provost Offices. The guidelines can be found: https://research.utexas.edu/wp-content/uploads/2017/01/Procedures_for_Research_Titles_120116-FINAL.pdf

I. Research Associate, Research Scientist and Senior Research Scientist documentation

- _____ Current curriculum vitae
- _____ Letter of Interest/Research statement
- _____ Minimum of three letters of reference, at least two of which must be from referees outside of the University of Texas at Austin. (Hiring PI/supervisor cannot be a reference.)
- _____ Candidate has a doctoral degree (if answer is no, refer to II)
- _____ Candidate meets the required qualifications based upon the job posting
- _____ Proposed annual salary of $______________
- _____ Public version of job posting OR for promotion cycle include new job description
- _____ **Check only if** position reports to a Chair/Director or non-PhD holding candidate

*Research Associate only*: offer can be extended once all criteria above are checked and Chair/Director approves hire, unless individual is direct-report to Chair/Director (refer to II). Attach copy of unsigned offer letter.

I certify that I have reviewed the credentials, qualifications and documents of the selected candidate. I approve this recruitment.

_________________________________________________________  ____________
Chair/Director printed name and signature  Date

II. For non-PhD level candidates and direct-reports to Chair/Director

- The Dean’s Office must review
- If approved at Dean’s Office level, then offer may be extended

_________________________________________________________  ____________
Dean’s Office decision  Date

III. For Research Scientist or Senior Research Scientist title

- Final approval of nominee into the title of Senior/Research Scientist is delegated to the Dean. This delegated approval applies only to the evaluation of nominee qualifications for these titles and to ensure adherence to required qualifications as provided by procedures from VP for Research and Provost Offices
- If approved at Dean’s Office level, then offer may be extended

_________________________________________________________  ____________
Dean’s Office decision  Date