



CNS Checklist for Research Titles

Name of Researcher Candidate: _____

Researcher Candidate EID: _____

Hiring Manager: _____

(This page is the coversheet and must 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 policies are located on the VP for Research website: research.utexas.edu.

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 this box if** position reports to a Chair/Director or is a non-PhD-holding candidate.

NOTE: For Research Associate hires: 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 signature

Date

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

- If signed by CNS Research Dean below, then offer may be extended

Dean's Office signature approval

Date

III. For all Research Scientist or Senior Research Scientist titles

- If signed by CNS Research Dean below, then offer may be extended.

Dean's Office signature approval

Date