

# Chapman University

## Proposal to Hire Academic Professionals

Academic Professionals are regular, exempt employees hired to work on Chapman research activities. Academic professional positions may be approved as Research Associate, Senior Research Associate, Post-doctoral Fellow, Research Scientist or Senior Research Scientist based on the employee's highest degree obtained at the time of employment, scope of research responsibilities and research experience. The positions are typically supported by external grant funding or awards, thus continuation in the position is contingent upon the availability of funding. Academic Professionals are subjected to all policies and procedures outlined in the Staff and Administrative Handbook and other applicable university policies. *(Beginning March 1, 2013, all Academic Professionals will be hired through the Human Resources Office as non-faculty employees.)*

<b>Department Contact Person</b>			
<b>School/College</b>			
<b>Department</b>			
<b>Academic Professional Job Title</b>			
<b>Request Date</b>			
<b>Assignment Details</b>  <b>Is this position replacing an existing faculty line?(Y/N)_____</b>  <b>If yes, please indicate the name of the person being replaced and/or position number :</b>  <hr/> <b>New Position(Y/N)_____</b>	<div> <div>_____ One Year      _____ Two Year</div> <div>_____ Employment Begin Date      _____ End Date</div> <div>_____ Proposed Salary/Year</div> <div>_____ Benefit Cost (26% if Federal Grant)</div> </div> <p><i>It is recommended that Principal Investigators review the National Institute of Health's salary guidelines when considering salaries for Postdoctoral Fellow positions in Science related areas. For other research positions requested in this proposal, the proposed salary should be based on best compensation practices for the specific academic discipline. Minimum monthly salary must be at least \$3,200 (until 12/31/15). It cannot be prorated lower for less than full-time workload.</i></p> <div> <div>_____ Estimated Workload (e.g. 75%, 50%, 25%)</div> <div>_____ Highest terminal degree obtained at the time of employment. Please attach transcript or diploma.</div> </div> <p><i>A Ph.D. or equivalent doctoral degree is required for Post-doctoral Fellow, Senior Research Associate, Research Scientist or Senior Research Scientist position.</i></p>		
Note: Candidates with bachelor's degrees or working on their master's degrees at the time of employment are hired as regular, staff employees.			
<b>Academic Professional Name</b>			
<b>Mailing Address</b>			
<b>Telephone</b>		<b>Email</b>	
<b>Budget Number</b>			
<b>Funding Duration</b>	Begin Date _____ End Date _____		
<b>Funding Source</b>			

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<b>Attachments</b>	<input type="checkbox"/> Resume (CV) and Employment Application <input type="checkbox"/> Transcript or Diploma <input type="checkbox"/> Job Description ( <i>Human Resources can provide you with a sample job description upon request.</i> )		
<b>For Post-doctoral Fellow Hires Only</b>			
Please indicate which characteristics apply to your proposed hire with a Y or N.			
<input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Holds a Ph.D. or an equivalent doctoral degree at the time of employment (e.g. Sc.D., M.D., D.V.M., or D.D.S.)  The doctorate was awarded within the last five years  Has not exceeded five years of prior post-doc experience  Position is intended to provide training in research and scholarship  Position requires a full-time commitment to research and scholarship  Will work under the direction of an eligible Principle Investigator or Faculty Mentor  Expected to publish research in scholarly journals  Will they be teaching? If yes, how many units per semester _____.		
<b>Attachments</b>  <input type="checkbox"/> Mentoring Plan (Approved by Associate VC of Graduate Studies) _____  <input type="checkbox"/> Individual Development Plan (for Post-Doctoral Fellow Hire Only)			
<b>Signature and Date Lines</b>			
Faculty Mentor/ Principal Investigator Approval		Dean Approval	
Director, Grants and Contracts Approval for Grant Funded Position		Chancellor's Office Approval for Institutional Funded Position	
Director, HRIS and Compensation Approval Job Description/ Proposed Salary		Vice Chancellor for Graduate Education Proposal/Development Plan Approval	Proposal Approval _____ Development Plan Approval _____

<b>New Hire Onboarding:</b>
Please list systems access required (login access, Datatel, Web Advisor, Blackboard; including screens and roles):   Other: