

RESEARCH ASSOCIATE AND SENIOR RESEARCH ASSOCIATE APPOINTMENT RESPONSIBILITIES AND PROCEDURES

No Research Associate or Senior Research Associate may begin to work until all of the following processes have been completed.

Responsibilities and Activities of the Faculty Member Intending to Hire a Research Associate or Senior Research Associate

1. A faculty member (the Faculty Member) who wishes to hire a Research Associate or Senior research Associate (RA/SRA) should send a request for the appointment to his or her Academic Unit Head (AU Head).
2. All new positions must be posted and/or advertised. The Academic Unit will manage the process following procedures provided by Human Resources (HR). If advertisements require payment, the hiring Faculty Member must provide a source of funding. The position should be posted for a minimum of five work days before an appointment can be made.
3. A copy of the posting for the position approved by the AU Head should be sent to the Graduate College prior to placement of the posting.
4. A “request for appointment” memo (the Memo) should be written to the AU Head when the candidate for the position (the Candidate) is selected by the Faculty Member. The Memo must state the name of the Candidate as it appears on official documents (this is critical for international candidates), name of the research project, name of supervising professor(s), the dates of appointment (must be specific calendar dates), and the IIT FOAP number(s) that will fund the position.
5. Appointments may be made for a period up to one calendar year. Reappointments can be made after the initial end date.
6. The initial appointment can be made only for the period that funding is available (maximum one year). For subsequent years, reappointment of the RA/SRA can be made for up to one year. However, salary is based upon availability of funds, and if funding is no longer available, the RA/SRA will be given a one month notice of termination. Salary is the responsibility of the Faculty Member and then of the academic unit that approved the hire. In case of nonpayment from the FOAP listed in the appointment or reappointment request, the Faculty Member and the academic unit will be responsible for payment for any time worked by the RA/SRA.
7. If the RA/SRA is working at IIT on an H-1 visa and his or her appointment is terminated by IIT before its end date, IIT is required to provide the cost of a plane

ticket home. The expense for this travel arrangement is the responsibility of the Faculty Member and the academic unit that approved the hire.

8. A Curriculum Vitae (CV) of the Candidate, which includes his or her email address and academic degrees, must be included with the Memo.
9. Research Associates must have at least a Master's degree and Senior Research Associates must have a Ph.D. A copy of the diploma of the Candidate must be attached with the Memo to the AU Head.
10. The Faculty Member must notify the Candidate that his/her email address is necessary for conducting a background check and that the Candidate should look for an email from the Assistant to the Dean of the Graduate College, with a request from the service that performs background checks for IIT.
11. If the Candidate has a social security number, a payroll authorization (PA) must also accompany the CV and Memo to the AU Head.

Responsibilities and Activities of the Academic Unit

1. After the AU Head receives the package from the Faculty Member, he or she should write a memo to the Dean of the Graduate College. This memo should be similar to the Memo from the Faculty Member. The entire package (2 memos, CV and PA) should be sent to the budget administrator of the College or School with which the Faculty Member is affiliated. PA must be signed by the PI requesting appointment.
2. The budget administrator and the Dean of the College, if the Dean is not also the AUH, should approve the memo to the Dean of the Graduate College, sign the PA and forward the package to the Assistant to the Dean of the Graduate College.

Responsibilities and Activities of the Graduate College

1. The Graduate College will determine the completeness of the package and check that the Candidate has the required degree.
2. If the RA/SRA will receive a stipend from a grant, the Assistant to the Dean of the Graduate College will send an email to Grant and Contract Accounting (GCA) for confirmation of availability of funding for the position for the period listed. If the grant cannot provide the support for the term listed, GCA will state the actions that need to be taken, such as an extension on the grant period or use of another FOAP. If these changes cannot be made by the Faculty Member, the appointment must be revised. Graduate College will hold the appointment until a decision is about funding source is made or will send the application back to the academic unit.

3. If the FOAP is acceptable the process will move forward.
4. If the stipend is being funded from a 100000 or 200000 fund, the signature of the budget administrator of the College or School of the Faculty Member on the PA is sufficient to move the process to the next step.
5. If the appointment is new, a background check must be initiated.
6. The Faculty Member should alert the Candidate that a background check will be run and that he or she should look for an email from the Assistant to the Dean of the Graduate College, which is actually an email from the background service provider. The Candidate must respond to the email to begin the background check procedure. There may be follow-up emails as the background check progresses, possibly requesting additional information. The Faculty Member should urge the RA/SRA to respond to all such emails. Failure to do so may cause a delay or even cancellation of the background check. The Faculty Member should also inform the Candidate that the Graduate College is not conducting the background check and that if the Candidate has any questions he or she must contact the background check provider directly.
7. Once the completed background check is received, the Assistant to the Dean of the Graduate College will prepare the appointment letter and enter the information in the Research Associate/Senior Research Associate Database.
8. The appointment letter will state that continuation of the appointment is contingent upon continued funding and satisfactory performance.
9. The Dean of the Graduate College will sign the appointment letter.
10. The original letter will be sent to the Candidate.
11. Copies of the letter are sent to the Faculty Member, the Academic Unit office, the Academic Dean's office if different from the Academic Unit Office, Grant and Contract Accounting, the Payroll office, Human Resources, and the Provost's office. A copy is retained in the Graduate College along with all memos and copies of the CV and PA(s). Original CV and PA(s) are either forwarded to Grant and Contract Accounting or Human Resources, depending on the funding.
12. The Candidate will be directed to either the International Center to complete the I-9 form (H-1b or J-1 visa), or HR (other non-resident aliens or domestic). Once HR receives an appointment letter for a new Research Associate/Senior Research Associate, HR will contact the new employee to schedule benefits orientation. If a benefits orientation has not been scheduled at the time the Research Associate/Senior Research Associate has arrived, they must contact HR at 312.567.3318.

NOTE: The International Center does not receive a copy of the appointment letter. The Faculty Member who is making the hire must contact the International Center and inform them that an international appointment has been made. The Faculty Member should consult International Center about verifying the Candidate's employment eligibility.

NO CANDIDATE MAY BEGIN WORKING BEFORE THE BACKGROUND CHECK AND I-9 FORMS HAVE BEEN COMPLETED AND THE PA HAS BEEN SUBMITTED

REVISED APPOINTMENTS:

If there is a need to revise an existing appointment caused by change of dates, change in salary or funding, or for any other reason, a revision must be completed. A Faculty Member would follow the procedure described above, except that the CV, background check and I-9 are not required.

REAPPOINTMENT LETTERS:

If a Faculty Member intends to reappoint an RA/SRA, the above steps must be followed with the exception of the CV, background check and I-9, noting that reappointment of the RA/SRA can be made for up to one year. Again, salary is based upon availability of funds and satisfactory performance, and the RA/SRA will be given one month notice of termination of salary if funding is not available or performance is not satisfactory. The Faculty Member must inform, in writing, HR, the Office of the Dean of his or her School or College, and the Graduate College, no later than 45 days before this termination date to enable HR to carry out the proper procedure to terminate the appointment. If there are any delays in this process resulting from the actions of the Faculty Member that necessitate payment to the RA/SRA after the end of the funding FOAP, the Faculty Member and the academic unit that approved the hire will be responsible for making these payments.

If you have any questions regarding the appointment process contact the Assistant to the Dean in the Graduate College at 567-3097.