Research Associates, Scientists & Scholars

Update: July 1, 2016
Owner: Dean’s Office, Faculty of Science
Contact: Dean’s Office, Faculty of Science

Policy per Research Office
Professional Research Personnel are individuals who are fully qualified researchers, other than Postdoctoral Fellows, who have been engaged to assist with and contribute to the research programs of individual faculty members, departments, research centres and institutes or other academic units within the University. Professional Research Personnel are not regular members of departments nor are they members of a faculty or University Council. Departments or other academic units may invite them to take part in discussions concerning research.

NOTE: Salaries may be provided either wholly or in part from external agency operating grant funds or from University funds, depending on the assigned duties.

Procedure for New Appointment of Research Associates, Scientists & Scholars
1. **The faculty member will recommend** the appointment in writing to the Department Head. The recommendation must include the following:
   a) Duration of appointment
   b) How the appointment will be funded
   c) The proposed research plan
   d) The candidate’s CV
   e) Official transcripts
   f) 2 original letters of reference

2. **The Department Head will submit** a written memo of support to the Dean’s Office confirming the duration of the appointment, funding and office space and forward the recommendation package outlined above.

3. **The Dean’s Office will submit** a recommendation to the Vice–President (Research) with a copy of the package outlined above.

4. **If the Vice-President (Research) agrees** that the applicant qualifies for appointment as a Research Associate, the faculty supervisor will inform the applicant of this decision and the conditions of the appointment.

5. **The Faculty Member will prepare** the Letter of Offer to send to the Research Associate.

6. **The Department will request a Banner ID from Human Resources and process the EPAF payroll.**
   The approval category for a Non-Union Monthly is NUMNTH. The position number for a Research Associate is RESACT.

7. **The Dean’s Office will return** all original documents to the Department for the Administrative Assistant to forward to HR with the payroll letter.
Procedure for Re-Appointment of Research Associates, Scientists & Scholars

1. The faculty member will recommend the re-appointment in writing to the Department Head. The recommendation must include the following:
   a) Duration of the re-appointment
   b) How the re-appointment will be funded
   c) Office space

2. The Department Head will submit a written memo of support to the Dean’s Office confirming the duration of the re-appointment, funding and office space.

3. The Dean’s Office will submit a recommendation to the Vice-President (Research).

4. If the Vice-President (Research) agrees that the applicant qualifies for re-appointment as a Research Associate, the faculty supervisor will inform the applicant of this decision and the conditions of the re-appointment.

5. The Faculty Member will prepare the re-appointment letter to send to the Research Associate.

Related Information
- Research Office (formerly ORIP)
  http://www.uregina.ca/research/research-office.html