

Office of Faculty Affairs

Faculty Action Checklist

❖ **Promotion**

***Research Associate Series (PRA, Sr. PRA, Research Associate,
Sr. Research Associate)***

Name _____

Required Items for submission to Office of Faculty Affairs:

Signed by Candidate

- | | |
|--|--------------------------|
| <input type="checkbox"/> FRF (contains Letter of Offer) | <input type="checkbox"/> |
| <input type="checkbox"/> Resume/CV | |
| <input type="checkbox"/> New Job Description (<i>if moving into new position</i>) | |
| <input type="checkbox"/> HR Approval Statement (<i>if moving into new position</i>) | |

Process Notes:

- After Dean's Office has approved and signed FRF/letter of offer, packet will be returned to department for candidate's signature.
- Once candidate's signature has been obtained on FRF/letter of offer, department returns ***entire packet*** to Office of Faculty Affairs, retaining copies in department files.