

## Project Series

The Project series is used for academic appointees who make significant and creative contributions to a research or creative project. Ordinarily, appointees in Project series titles will carry out research or creative programs with supervision by a member of the Professor or Professional Research Series. Appointees in the Project series are expected to have a broader range of knowledge and competency and a higher level of independence than appointees in the Specialist series. Appointees in the project series need not demonstrate the same capacity for fully independent research or research leadership required of the Professional Research Series. There are three levels in this series: Assistant Project, Associate Project and Project. A Ph.D. is required for this title.

### REQUIRED DOCUMENTS:

- Exceptional Permission to Recruit (used for appointments more than 50% for up to one year).
- Targeted Hire /Request for Search Waiver (used if for appointee’s PI would like to appoint longer than one year)
- Memo (if appointment is less than 50% time)
- CV (with publications list if applicable)
- Funding Confirmation

Step	Owner	Process
1	Host Faculty	<ul style="list-style-type: none"> <li>• Decides they would like to appoint a researcher in the Project Series and notifies HR Coordinator.</li> </ul>
2	HR Coordinator	<ul style="list-style-type: none"> <li>• Connects with the researcher and obtains necessary documents for appointment approval</li> <li>• Reviews documents and determines proper classification within series based on experience, etc.</li> <li>• Submits required documentation to Associate Deans Office (193 M Cory Hall)</li> </ul>
3	Associate Deans Office	<ul style="list-style-type: none"> <li>• Gives final review of case and approves it</li> <li>• Submits case to Academic Personnel Office</li> </ul>
4	APO	<ul style="list-style-type: none"> <li>• For Asst level, request is sent to APO for layoff number only. Approval final with Associate Dean</li> <li>• For Associate and Project level, request is sent to APO for final approval from Budget Committee and Vice Provost</li> <li>• Sends approval back to Associate Dean’s Office</li> </ul>
5	Associate Deans Office	<ul style="list-style-type: none"> <li>• Receives approved request and routes it back to HR Administrator</li> </ul>