Research Staff Packet Checklist

Date   Action

_____   Request a CV from the employee.

_____   Request the Research Topic from the PI

_____   [1] Decide the position based on
- Salary
- Job Description qualifications (compare to CV)

_____   Find an open position or create a new position

_____   Enter the assignment in the Payroll Assignments Database

_____   Enter the PAR in PS

_____   Create the Offer Letter

_____   Create the Cover Memo to the Provost

_____   [2] Create the Job Description Addendum

_____   The full Research Staff Packet must include, in this order:

- ☐ Provost Cover Memo (signed by Chair, DBA, CBA)
- ☐ Offer letter (signed by PI and employee)
- ☐ PAR (signed by PI, DBA, and CBA)
- ☐ PRF (signed by DBA, CBA)
- ☐ Copy of the UH Job Description
- ☐ Job Description Addendum (signed by PI, DBA, CBA)
- ☐ Curriculum Vita from employee

[1] Salary paid at 1.0 FTE must be between the minimum and maximum of the position. No exception letter must be made for salary above midpoint.

[2] If the CV lacks experience or education, the candidate must make up for it in the other area, and the modification must be noted on the Job Description Addendum. For example, if the description requires a Ph.D. and no experience, but the candidate has a Masters degree and three years of experience, the education section of the Job Description Addendum must say, "We will accept experience in lieu of a Ph.D." Conversely, if the situation is reversed, the JDA should say, "We will accept a Ph.D. in lieu of experience."