

# HUMBOLDT STATE UNIVERSITY

## Request for Research Associate Status

*Excerpt from the HSU Faculty Handbook*

### 504 RESEARCH ASSOCIATES

A Research Associate (RA) is envisioned as an individual who is a productive researcher and has expressed a willingness to pursue external funding in support of research or creative activity. A close working relationship between the Research Associate and the departmental faculty, students, and staff is a requirement of the status. While the University may elect to provide devoted space on campus for the RA, it would not be obligated to provide a salary or benefits for their work outside of HSU teaching responsibilities. The individual, if paid by grants through HSU, would be paid through HSU SPF's payroll process.

The benefits of approving Research Associates include: enhancement of the research reputation of the department, college, and university; the likelihood of additional funds for equipment, returned indirect revenue to the affiliated department/college; and potential financial support for undergraduate and graduate students.

There are some nominal costs borne by the college. Suitable office or laboratory space may be provided, as well as telephone and computer access if needed. The Research Associate will require University Library privileges and be permitted to purchase a parking permit.

The RA is expected to have an interest in grant writing and/or a record of productive scholarship or creative activity. After applying for RA status, a favorable vote by a majority of the departmental faculty is required to send a name forward. The designation of individuals as Research Associate is by action of the Provost on the recommendation of the college personnel committee and endorsement of the college dean. The term of appointment should be one to five years and may be renewed.

The duties of the Research Associate are to serve as a colleague and as a resource for the department/college and to conduct research. Any grant or contract proposed by the RA would be submitted through the Humboldt State University Sponsored Programs Foundation (HSU SPF), and would follow the University's institutional routing procedure.

For protection of both parties, a [Volunteer Appointment Form](#) will be filed annually.

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## Research Associate Authorization Form

1. **CANDIDATE:** I have reviewed section 504 of the Faculty Handbook and agree to fulfill all requirements and administrative policies associated with my Research Associate Status during the term of my appointment.

**Candidate's CV Attached:**

\_\_\_\_\_  
Candidate Name

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date Signed

2. **DEPARTMENT:** I have reviewed this candidate's qualifications, and confirm our Department's support and approval of their request to become a Research Associate.

**Approval from IUPC Attached:**

\_\_\_\_\_  
Department Chair Name

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date Signed

3. **COLLEGE:** I have reviewed this candidate's qualifications and confirm our College's support and approval of their request to become a Research Associate.

**Approval from CPC Attached:**

\_\_\_\_\_  
College Dean Name

\_\_\_\_\_  
College Dean Signature

\_\_\_\_\_  
Date Signed

4. **ACADEMIC PERSONNEL SERVICES:** We have reviewed the Department & College support for this candidate and confirm final approval of their Research Associate Status.

**Appointment Letter Attached:**

\_\_\_\_\_  
Academic Personnel Services

\_\_\_\_\_  
APS Signature

\_\_\_\_\_  
Date Signed

DEPARTMENT: \_\_\_\_\_

RA EXPIRATION DATE: \_\_\_\_\_