

Research Series Renewals – All Ranks

General Information

- Submission of the Research Series Renewal is required to renew an appointment for another term
- Renewals can be for a maximum of one to three (for full researchers only) years, but cannot exceed the end date of the grant
- Increases to the appointment percent require a revised renewal form; voluntary decreases to the appointment percent require an email request from the Researcher in addition to a revised renewal form
- As long as there has been no separation, a dossier is not required
- There is an 8-year limit for Assistant Researchers and includes time as Visiting Assistant Researcher (clock starts 07/01/13)
- There is no limit on years of service for Associate Researcher or Researcher

Submitting the Action

Submit the following to Luskin:

- ☐ Research Series Renewal Form
- ☐ Updated History Record (do not include the current year)
For Revisions, submit only the Renewal Form with “Revision” written in the top right corner and indicate change in the “Additional Comments” section (i.e. changing from wos to salaried appointment effective <date>).

Helpful hints for completing the Research Series Renewal Form: (complete all fields)

- **Salary**
Enter the annual and monthly salary rate from current salary scales **OR** check the WOS box.
- **Term of Appointment**
Enter begin and end date. Length of renewal can now coincide with the term of the appointment (2 years for Assistant and Associate rank; 3 years for Researcher rank) as long as funding is secure for the same time period.
- **Provide name of supervisor**
Customarily this is the PI, but on occasion, it can be the Chair.
Note: The *ipso facto* statement is included in the appointment section; therefore, a renewal letter is no longer needed. Provide employee with a copy of the approved form.
- **Additional Comments section, (optional)**
You may provide additional comments relating to the renewal of appointment, elaborate on the employee’s general responsibilities, etc. When filled out on-line, the box will expand.

Routing and Approval

The Luskin analyst will review the case then forward it to the Dean for review. The Dean has final approval authority on Research renewals. The Luskin analyst will direct a copy of the approved/disapproved form to the department.