

DIVISION OF ENGINEERING AND APPLIED SCIENCE

Recommendation for Appointment

Research Assistant Professor

(formerly Senior Research Fellow)

Appointments as research assistant professor are made for terms up to three years, but the rank of research assistant professor may only be held for a total of six years. In no instance may the amount of time spent in the combined ranks of postdoctoral scholar, senior postdoctoral scholar and research assistant professor exceed nine years. Renewal after three years as research assistant professor will be made on the basis of recommendations by a review committee appointed by the Division Chair.

In addition to the information requested on this form, the faculty sponsor must first discuss with the Division Chair and provide the following:

- A memo outlining justification for the appointment (the sponsor should demonstrate that the candidate is the equivalent of a tenure-track professor at a leading research university, e.g. letter of recommendation, publication record, etc., will need to be of this quality).
- The candidate's current updated CV, and list of publications that differentiates between reports, conference proceedings, and publications, with *refereed articles marked*.
- Statement of the candidate's research accomplishments and goals. A list of courses taught and participated in, if any.
- A list of 4-5 persons who would be appropriate to ask for references (external of Caltech), with a brief statement of each referee's qualifications.

Where required for a new appointment, a free-standing search report (Affirmative

- Action).

The **Division Chair writes reference requests**, asking for opinions of the candidate's scientific accomplishments and whether the proposed renewal, promotion, or new appointment is appropriate. The recommendation for appointment is reviewed by an ad hoc EAS committee and taken to the IACC for approval.

Option Information

Faculty sponsor:		Dept. / Option:			
Prepared by:		Ext.			
Please list the Caltech mail code and office assignment for Research Assistant Professor:					
Mail Code:		Office:		Ext.:	

Candidate Information					
Full name:					
Address:					
Phone:		Email:			
Birthdate:		Birthplace (city, state, country)			
Citizenship:			Marital status:		
Visa status (if nonresident alien currently in the U.S.)		Type visa:		Exp. Date:	
If family members will accompany NONRESIDENT ALIEN, provide the following information for each family member:					
Name	Relationship	Birthdate:	Birthplace (city, state, country)	Citizenship	

Appointment Information			
Period of appointment (three years, maximum):		Proposed effective date:	
Salary amount (per annum):			
Budgets to be charged:			
PTA #		Alias #	Percentage

Special Allowances

Are you providing a relocation allowance? If yes, list the \$ amount and the POETA here:

Amount:		PTA#	
---------	--	------	--

Submit package to Maria Cervantes by email maria.cervantes@caltech.edu