

Hiring a Research Associate

School of Dental Medicine, Case Western Reserve University
Updated January 2021

Hiring a Research Associate requires a different process than a regular staff position. The majority of the process takes place within the SODM with little involvement by Human Resources. This procedure should be handled jointly between the SODM faculty supervisor and the department administrator.

This process is **only** for the position of Research Associate. Hiring for a Postdoctoral Scholar/Fellow position is a different process completed through the Office of Postdoctoral Affairs. Please see Tricia if you are unsure which process to follow.

Additionally, please be sure to confirm with your department to determine if any additional documentation or reviews are required.

Any questions regarding this process may be directed to Tricia Mehosky Ribeiro at pam17@case.edu or 368-7573.

Step 1: Complete Part A of the Budget Approval and Offer Request Form

Part A collects general information on the position and will enable SODM Administration to confirm availability of funding and eligibility of hiring. There may be additional documents needed if there are interim policies in place regarding hiring, such as temporary freezes. You will be contacted during the approval process if anything more is required.

When completing Part A, please keep the following in mind:

- Appointments are annual and follow the fiscal year (July-June). If the appointment has a start date after July 1, the initial appointment will be made through June 30.
- If funded by external sources, employment dates should be in line within the current period of performance of the project(s) on which the person will work.
 - Funding that overlaps non-competing continuation years is acceptable.
 - Funding that crosses over competing renewal years is unacceptable since the SODM has no guarantee of renewal funding. This is also true of sponsored projects in the last year of the period of performance when an extension is expected. Except in cases of Federal projects awarded under FDP that allow an automatic no-cost extension, there is no guarantee that an extension will be granted.
 - If this situation arises, the appointment may be made for the guaranteed timeframe. When confirmation of an extension and/or funding is received, the appointment may be modified.

Step 2: Route the completed form for internal SODM approvals.

- If funding for the position is supported (all or in-part) by external funding (RES, TRN, SPC, OSA speedtypes), it must be initialed by Tricia Mehosky Ribeiro in Research Administration. If no external funding, skip this step.
- Have the form initialed by the Department Chair and forward to John Smolik and Tori Hirsch in Finance and Operations. They will request any additional info, if needed, and consider the request. You will be notified if the request is approved.

Step 3: Once approved, advertise the position.

University best practices are that a position should be publically advertised for a minimum of five (5) days. Even if you already have a candidate in mind, posting the opening is suggested to allow for a more diverse candidate pool. For posting on the CWRU website, contact Human Resources (askHR@case.edu) to request a posting. When a candidate has been selected, you will need to request the post be removed.

- Posting in trade journals, newspapers, websites, etc., if desired, is the responsibility of the hiring department.

Step 4: Interview and select the candidate.

It is the responsibility of the SODM faculty supervisor to interview candidates and ensure that all qualifications are met. *Please note that if the selected candidate requires visa support, this should be taken into consideration as there may be additional time or financial requirements to the hiring process. Be sure to consult with SODM Finance and Administration, Research Administration, and/or CWRU HR-Immigration to ensure a smooth process.*

Step 5: Complete Part B of the Budget Approval and Offer Request Form

Once all appropriate candidates have been interviewed and a final candidate has been selected, the faculty supervisor should complete Part B of the approved Budget Approval and Offer Request Form. This form should be routed for final approval from the faculty supervisor, the department chair, and the Office of Finance and Operations (Finance and Operations should be the last signatory on this form).

The approved form will be returned to the department administrator who will create an offer letter. A template is available from Tricia Mehosky Ribeiro if needed.

The offer letter should be signed by the SODM Faculty Supervisor. It, along with other supporting docs (at least the candidate's CV) should be routed to John Smolik for final review. Upon approval, the package o the Dean's Office for signature. Along with the letter, a copy of the candidate's CV and any other documents should be included. Once the Dean has signed the letter, it will be returned to the department who will forward it on to the applicant.

If the applicant accepts the appointment, they should sign the letter and return it to the department. A copy of the signed letter should be sent to Tori Hirsch in the Office of Finance and Administration and the department should work with the applicant to have them schedule a time with HR to complete the remainder of the employment paperwork, schedule orientation, and complete any other required trainings. This should be initiated by sending the package to HR at askHR@case.edu. PLEASE NOTE that the candidate **may not** begin working in the School of Dental Medicine until the required orientation class has been completed.