

School of Education Policy & Procedures Manual

Title: Request for Research Associate (RA)

Approved: 7/28/2006

General

A Research Associate is described in the Duquesne University Faculty Handbook under the heading Research Appointments (p. 13). In the School of Education Research Associates are linked with a Departments and reports primarily to a Department Chair.

Procedure

Department will implement process to identify and appoint a Research Associate.

Upon identifying a Research Associate candidate, the Department Chair will complete the letter of appointment (see Appendix for a draft letter of appointment) for final approval by the Dean with a copy to the Provost.

The Research Associates will be listed under a separate heading called Research Associates in the School of Education Directory and updated annually.

All Research Associates, paid or non-paid, must complete a *Personal Data Form* (PDF) located on the Human Resource Web Site <http://www.hr.duq.edu/forms/formsdone/personaldataparttime.pdf>. The PDF must be presented to the Human Resource Office. The Research Associate will then receive an approval card from Human Resources that gets presented to the DU Card Center for the actual ID Card. The DU ID card will give the Research Associate access to the library. In addition to the PDF an email must to be sent to Kathy Jaczsko jaczsko@duq.edu specifically requesting access providing the name(s) of the individual(s). The email is to come from the Dean's Office.



14 November 2006

Name
Address
City, State, Zip

Re: Letter of Appointment – Research Associate

Dear []:

We are delighted that you have accepted our request to become a Research Associate within the Department of [] in the School of Education at Duquesne University.

The mission of the School of Education, as a renowned learning community for the mind, heart and soul, is to guide the formation of moral and ethical educational leaders, to advance innovation in teaching and scholarship, and to foster social responsibility. Within the context of the Spiritan identity and University vision, we will accomplish our mission by exemplifying the scholarly and ethical standards of our profession as we provide meaningful learning experiences, support scholarship, and sustain mutually beneficial partnerships. We are delighted that you will participate in fulfilling the School's Mission.

We have agreed that your commitment with us will involve the following major areas: [collaborating with research faculty, and teaching of at least two specialty seminar sessions in topics of your choosing for our faculty and fellows]. Your expertise in research methods, and neuropsychological measurement would be valuable to our school.

Your research associate status with the department [] will commence [], and will continue for one year. This is a non-paid role. In your role you will have access to the Duquesne University Library and Institutional Review Board process. Kindly send us a current CV for our records. Thank you for your interest and commitment

Cordially,

Olga M. Welch, Ed.D.
Dean

cc: Dr. Ralph Pearson, Provost