



WPI

Office of the Vice Provost for Research Non-Faculty Research Appointment Process

Hiring Academic Department

To Hire a PAID Non-Faculty Researcher

- Review NFR Title Matrix for position title
- Initiate hiring process through WorkDay

Hiring Academic Department

To Appoint or extend an Unpaid "Affiliate" Position:

- Complete an Unpaid Appt. Req. form & attach CV, ID & ins.
- Intl. Visiting Scholar/Non-degree Student use other forms
- Route for signatures via email

Academic Department Head

Reviews, signs and routes request form to Dean via email

Academic Dean

Reviews, approves/signs form and emails to VPR Office at Camille@wpi.edu

Office of the Vice Provost for Research

VPR office generates/emails an offer letter to candidate & copies hiring dept/Dean

Non-Faculty Research Appointee

Accepts offer by electronic submission of signed letter to Camille@wpi.edu

Office of the Vice Provost for Research

VPR office notifies offer acceptance via email to all pertinent parties

Hiring Academic Department

- Enters unpaid position into WorkDay to initiate onboarding
- Process computer access



Non-Faculty Research Position Titles	Job Description Guidelines
Post-Doctoral Fellow	Individual with doctoral degree, or equivalent, usually supported on external sponsorship money, with research training as primary role. This person is engaged in a temporary and defined period of mentored advanced training and professional development. This is a full-time, paid salary position holding an appointment 6 – 24 months in duration.
Research Associate	Individual who contributes to the research programs of WPI under supervision of a Principal Investigator; typically holds a Master’s degree in the appropriate field of research. Skills and experience requirements are defined by specific research program.
Research Scientist	Individual who contributes to the research programs of WPI under the supervision of a Principal Investigator; typically holds a post-graduate degree appropriate to the field of research with previous research experience specific to the field and/or project. Skills and experience requirements are defined by specific research program. This is typically a paid salary position.
Research Engineer	Individual who contributes to the research programs of WPI under the supervision of a Principal Investigator; typically holds a post-graduate degree appropriate to the field of research with previous research experience specific to the field and/or project. Skills and experience requirements are defined by specific research program. This is typically a paid salary position.
(International) Non-Degree Student (International) Non-Degree Graduate Student	Individual who is currently enrolled in an undergraduate or graduate program who is invited to WPI by a WPI faculty member on a short-term basis for purposes such as professional development or meeting course requirements. This is typically an unpaid position.
(International) Visiting Scholar	Individual visiting from another institution that has been invited to WPI by a WPI faculty member to conduct research, observe or consult in connection with a research project. This individual typically has obtained a doctoral degree, or equivalent. This is typically an unpaid position.
Affiliate _____ (Add Current Position Title from NFR Matrix)	Individual who contributes to the research programs of WPI offsite or onsite that currently holds a similar position (or retired) from another organization. This is an unpaid position.

REQUEST FOR **UNPAID** NON-FACULTY RESEARCH APPOINTMENT
(To be completed by Principal Investigator to initiate appointment of non-faculty research personnel)

Complete, sign, and email this form to the Office of the Vice Provost for Research at camille@wpi.edu.

If a new hire, please attach a curriculum vitae, copy of ID, and proof of health insurance.



If an International Non-Degree Student or an International Visiting Scholar, Go to <http://www.wpi.edu/offices/ih/forms.html>

Date of Request: _____ Initiated by _____ Principle Investigator _____

Department: _____

Name: _____ Sex: Male Female
Last First MI

Address: _____

Email: _____ WPI ID #: _____
(If a WPI ID# has not yet been issued, please leave blank. DO NOT ENTER SSN)

Country of Citizenship: _____ Country of Birth: _____

Title: Affiliate Research Associate Affiliate Research Scientist Affiliate Research Engineer

Appointment Dates*: From: _____ To: _____ Check if extension of current appointment

Appointee Consent:

_____ By Initialing here you consent WPI in having this information to be used in the above manner.

Reason/need for the requested appointment:

(please print)

Approval Signatures:

Principle Investigator: _____ Signature: _____ Date: _____

Dept Head: _____ Signature: _____ Date: _____

Dean: _____ Signature: _____ Date: _____

V. P. for Research: _____ Signature: _____ Date: _____

*Advise the Vice Provost for Research office if the appointment dates differ or change (i.e. new arrival or end dates) from the above.

Revised: 11/18