

RPA Form

Research Personnel Action Form

Revised 7/27/2017



DIVISION OF RESEARCH
TEXAS A & M UNIVERSITY

Research Enterprise Business Services

The purpose of this form is to establish administrative approval of a research position. This form is to be used for new and existing employees of Texas A&M University. Certain actions will require additional justification and must be attached and clearly justified. The requesting department must attach page 1 of the RPA to the EPA and submit to Payroll Services. The information on the RPA must be consistent with the information on the EPA.

The department of _____ requests approval for a _____ NOV or Job ID #: _____

Name: _____ UIN #: _____ PIN #: _____ Effective date: _____

Visa Status: _____ Country of Citizenship: _____ Primary Work Location: _____
City, State

Current Title: _____ Proposed Title: _____

Current FTE Monthly Salary: _____ Proposed FTE Monthly Salary: _____

Current % Effort: _____ Proposed % Effort: _____

*Source of funding: _____ *Source of funding: _____

***The account number(s) cited shall be designated research funds only; otherwise, appropriate justification must be provided below.**

Does this employee customarily and regularly exercise discretion and independent judgment and have the authority to make important decisions? _____

If yes, please specify a percentage: _____ %

Does this position, or the job duties performed, involve use of restricted items, software, or technology covered by Export Controls regulations? _____

If unknown, please contact the Export Controls Office at: exportcontrols@tamu.edu.

By signing below, the department certifies that they have followed the required hiring procedures per [System Regulation 33.99.01](#) and [Standard Administrative Procedure 33.99.01.M0.01](#). Furthermore, the department certifies that they have verified, completed, and/or received the following items for the request:

- Hiring Certificate _____
- Criminal Background Check _____
- Degree _____
- Selective Service Form _____
- Verification of Degree(s) and/or License(s) _____
- Relevant Experience _____

The research title requested should match the education and experience level of the candidate. For example, a research assistant must have a bachelor's degree in a closely related field, and a research associate must have a master's degree or a bachelor's degree plus 3 years experience in a closely related field.

Departmental Representative (Print Name) X

Departmental Representative (Signature) _____
Date

APPROVAL REQUIRED:

Principal Investigator (Print Name) X

Principal Investigator (Signature) _____
Date

Department Head or Director (Print Name) X

Department Head or Director (Signature) _____
Date

Dean or Designee (Print Name) X

Dean or Designee (Signature) _____
Date

VPR or Designee (Print Name) X

VPR or Designee (Signature) _____
Date

If the duties and responsibilities are not **at least 60% research**; this might not be considered a research position, the RPA Form may not be used, and the request must be processed through Human Resources. To help us ensure and/or determine that this position is research related and adheres to research personnel guidelines, the section below must be completed. Please attach additional pages if necessary.

In detail, describe the general purpose, scope, and responsibilities of this position, and if not obvious, why this is research related. For reclassifications, please give an overview of the new functions and/or duties that this position has taken on, explain how these new duties evolved.

Please list in order of importance, and in detail, the duties assigned to this position and estimate the percent of time given to each duty over a period of time. "Additional duties as required" must be included and percentages MUST ADD UP TO 100%. Essential duties are why the job was created. They are the basic chores or tasks that must be performed by any incumbent, with or without reasonable accommodation. Attach additional pages if necessary

Essential	Job duties performed	% of time
<input type="checkbox"/>		%
<input type="checkbox"/>		%
<input type="checkbox"/>		%
<input type="checkbox"/>		%
	Other duties as assigned	%

Total Percentage of duties: %

Departmental Contact:

Dean's Office Contact:

Name:

Name:

Phone #:

Phone #:

Joe Ashworth

For Questions:

845-1882 joeashworth@tamu.edu

Submit RPA Form via e-mail to RPA-Form@tamu.edu or through campus mail at MS 2403

RPA Form Processing Checklist & Matrix

This is a checklist to assist in completing the RPA Form. This page is a tool only and is not required to be submitted to the Vice President for Research Office with your RPA Form. However, your dean's office may request that you attach this page as backup.

Name: _____ Department: _____

REQUIRED ATTACHMENTS

New Hires:

- ☐ RPA Form
- ☐ Resume'/CV
- ☐ Committee approval form (if applicable)
- ☐ _____
- ☐ _____
- ☐ _____

Promotions/Reclassifications:

- ☐ RPA Form
- ☐ Resume'/CV
- ☐ Memorandum of Justification*
- ☐ Committee approval form (if applicable)
- ☐ _____
- ☐ _____

Salary Increases:

- ☐ RPA Form
- ☐ Memorandum of Justification*
- ☐ _____

TYPE OF INCREASE

RULE

* MEMORANDUM OF JUSTIFICATION

- | | | |
|--|---------------------------------|---|
| <input type="checkbox"/> Out-of-Cycle Increase | 31.01.01.M2 | See Merit or Equity memo below |
| <input type="checkbox"/> Temporary Salary Increase | 31.01.01.M4 | Sample Temporary Salary Increase Memo |
| <input type="checkbox"/> Job Related Skill Enhancement Pay | 31.01.01.M5.03 | Sample Job Related Skill Enhancement Pay Memo |
| <input type="checkbox"/> Hiring Salary Adjustment | 31.01.01.M7.6.4 | Sample Hiring Salary Adjustment Memo |
| <input type="checkbox"/> Promotion/Reclass Increase | 31.01.01.M7.5.8 | Sample Promotion/Reclass Memo |
| <input type="checkbox"/> Merit | 31.01.01.M7.5.5 | Sample Merit Increase Memo |
| <input type="checkbox"/> Equity Increase | 31.01.01.M7.5.2 | Sample Equity Increase Memo |
| <input type="checkbox"/> Minimum Rate Increase/Prevailing Wage | 31.01.01.M7.5.7 | Sample Minimum Rate/Prevailing Wage Memo |

Please click and review the full explanation of the salary actions above to determine which University Rules, Policies or SAPs apply to your request. These and other rules may also be found at <http://rules-saps.tamu.edu>.

RESEARCH TITLE MATRIX

Research Title	Title Code	Job Posting Required With:	ORP Eligible	Committee Approval Required	Minimum Qualifications
Research Assistant	8544	HR			Appropriate baccalaureate degree or equivalent combination of education and experience..
Research Associate	8545	HR			Appropriate baccalaureate degree and 2 years' relevant experience.
Senior Research Associate	8554	HR			Appropriate baccalaureate degree and 4 years' relevant experience.
PostDoc Research Associate	8630	VPR or HR	✓		Appropriate doctoral degree.
Assistant Research Scientist	8627	VPR or HR	✓	✓	Appropriate doctoral degree and relevant professional experience.
Associate Research Scientist	8628	VPR or HR	✓	✓	Appropriate doctoral degree 3 years' relevant professional experience.
Research Scientist	8634	VPR or HR	✓	✓	Appropriate doctoral degree and 6 years' relevant professional experience.
Research Specialist I	8556	HR			Baccalaureate degree plus 4 years' experience in a field relevant to the duties and responsibilities of the assignment.
Research Specialist II	8551	HR			Baccalaureate degree plus 6 years' experience in a field relevant to the duties and responsibilities of the assignment.
Research Specialist III	8552	HR			Baccalaureate degree plus 8 years' experience in a field relevant to the duties and responsibilities of the assignment.
Research Specialist IV	8557	HR			Baccalaureate degree plus 10 years' experience in a field relevant to the duties and responsibilities of the assignment.
Research Specialist V	8553	HR			Baccalaureate degree plus 12 years' experience in a field relevant to the duties and responsibilities of the assignment.

For additional information on specific research titles please click on the title above or [click here](#).