

Research Fellow Overview: The Research Fellow classification provides individuals who have completed the requirements of a terminal academic degree program (or all the requirements except the dissertation) with an opportunity to work on a research project or study for the CSU. Appointments to this classification are temporary in nature and of limited duration. Research Fellow positions generally are funded through grants, contracts or other sources.

Under the mentorship of a principal investigator or administrator, the Research Fellow performs a variety of work in support of a research project or scholarly activities, which enhance teaching skills and effectiveness. Incumbents may assist in preparing grant proposals and progress reports and may supervise undergraduate students and/or graduate students working on the project.

The Research Fellow classification is distinguished from the Teaching Associate and Lecturer classifications by assignments that primarily involve research rather than classroom instruction. Unlike the Teaching Associate, Graduate Assistant or Student Assistant classifications, this classification does not require enrollment as a student or admission in a CSU academic degree program.

TO BE COMPLETED BY HIRING DEPARTMENT			
Form Completed By:			
Appointment			
Employee Name As listed in PeopleSoft:		Empl ID:	
Department Name:		Department #:	
Start Date:		End Date:	
Full-Time Base Rate of Pay: Monthly Base Rate is the rate that would be paid if the faculty worked a 100% (1.0) Time Base per week.			
Time Base of Appointment: %		Fraction of Appointment:	
Grant Related:	YES NO	Fund Activated:	YES

DISTRIBUTION OF LABOR COST – Complete if using account other than department operating funds					
Account	Fund	Finance Dept.	Project/Grant	Amount to be paid	% of distribution
601803				\$	%
601803				\$	%
601803				\$	%
Program / Class / Comments:					

TO BE COMPLETED BY APPROPRIATE ADMINISTRATOR	
Signature:	Date:
TO BE COMPLETED BY PRINCIPAL INVESTIGATOR (IF GRANT FUNDED)	
Signature:	Date:
TO BE COMPLETED BY ASSOCIATE VICE PRESIDENT FOR FACULTY AFFAIRS AND SUCCESS	
Signature:	Date:
ACADEMIC PERSONNEL USE ONLY	cc: Personnel Action File
Empl Rec #:	Payroll Unit: PeopleSoft Position #
Approved and Keyed into PeopleSoft:	Date:

Submit to: faappointments@sonoma.edu