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 :	Phone Number :

Appointment

(as listed in PeopleSoft or on Social Security Card)
Employee Name:

Empl ID:	Empl Rec #:	PeopleSoft Position #:	
Department Name:		Department #	Payroll Unit:
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:

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 HIRING DEPARTMENT APPROPRIATE ADMINISTRATOR

Print Name:	Date:
Signature:	

TO BE COMPLETED BY VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

Print Name:	Date:
Signature:	

FACULTY AFFAIRS USE ONLY — *cc: Personnel Action File*

Approved and Keyed into PeopleSoft:	Date:
Copy Sent to Financial Services	Date:

Submit to: Temporary Faculty Employment Specialist