**Research Professor Process**

**TEES Research Professor**

**NEW TEES Research Professor**
Department: Receives approval back from Dean’s office (Sherry E)

Simultaneously submit:
1) The Initiate to Hire form

2) Send the following to Chantale via email:
   - Request for hiring cert form
   - Approval of Offer approved form from Dean’s office

Hiring certificate WILL BE issued.
- EPA Attachments: Approval of Offer for a Research Professor form, offer letter, and the Hiring Certificate.

**TEES Research Professor (reclassification/retitle of current employee)**
Department: Receives approval back from Dean’s office (Sherry E)

NO degree verification, background check or hiring certificate needed.

EPA will be Title Change only. Attach approval to EPA

**TAMU Research Professor**

**New TAMU Research Professor**
Department: Receives approval back from Dean’s office (Sherry E) and has been routed to the Dean of Faculties for approval.

Degree verification obtained from Dean of Faculties via Sherry. Background check and degree verification NOT needed by HR.

Hiring certificate will NOT be needed.

- EPA Attachments: Approval of Offer for a Research Professor form and offer letter

**TAMU Research Professor (reclassification/retitle of current employees)**
Department: Receives approval back from Dean’s office (Sherry E) and has been routed to the Dean of Faculties for approval.

Degree verification obtained from Dean of Faculties via Sherry. Background check and degree verification NOT needed by HR.

Hiring certificate will NOT be needed. EPA will be a title change only. Attach approval to EPA