

Departmental Checklist - Rank Change or Promotion to Academic Research Manager

Committee on Appointments and Advancements for Professional Researchers and Professional Specialists (C7)

Upload the following materials to the [DOF Dropbox](#):

<input type="checkbox"/>	<p>RSL-2 Form</p> <ul style="list-style-type: none"> - Please select 'Rank Change' as recommended action for Professional Specialist to Academic Research Manager. - Please select 'Promotion' as recommended action for Associate Research Scholar to Academic Research Manager. - RSL-2 Form signed and scanned in an IMAGE format (jpeg). 												
<input type="checkbox"/>	<p>Chair's/Director's Report</p> <p>This document should function as an introduction to the file and summarize the candidate's strengths and the rationale for their transfer or promotion to this rank. It should include details related to the position, including a description of the candidate's duties and responsibilities.</p> <p>Please include the following in the Chair's/Director's Report:</p> <ul style="list-style-type: none"> - Summary of accomplishment and/or distinction in at least three of the following areas (including at least one from either leading academic research projects or research project/team management): <table border="1" style="margin-left: 40px; margin-right: 40px; border-collapse: collapse; width: 80%;"> <thead> <tr> <th style="text-align: center;">Criteria (at least 3)</th> <th style="text-align: center;">Explanation</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Lead Academic Research Projects</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Research Project/Team Management</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Develop Methodology</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Data Analysis</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Academic/Scientific Research Communication</td> <td style="padding: 2px;"></td> </tr> </tbody> </table> <ul style="list-style-type: none"> - Confirmation of at least 3 years of relevant work experience post Ph.D. - Summary of service in previous departments or programs (if applicable) - Statement of salary recommendation and funding stability 	Criteria (at least 3)	Explanation	Lead Academic Research Projects		Research Project/Team Management		Develop Methodology		Data Analysis		Academic/Scientific Research Communication	
Criteria (at least 3)	Explanation												
Lead Academic Research Projects													
Research Project/Team Management													
Develop Methodology													
Data Analysis													
Academic/Scientific Research Communication													
<input type="checkbox"/>	<p>Faculty Vote Information</p>												
<input type="checkbox"/>	<p>Preapproval Email from Associate Dean</p>												

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<input type="checkbox"/>	Candidate CV/Bibliography <ul style="list-style-type: none">- Submit as one PDF document.- Do not include copies of publications or reviews.
<input type="checkbox"/>	Candidate's Research Statement
<input type="checkbox"/>	External Referee Letters (optional) – Submit as one document <ul style="list-style-type: none">- List of External Referees- Use the C7 Department List of Referees Template- Letters of Reference- Up to maximum of 6 letters, to be uploaded as one PDF document.- Sample department letter to external referees

[Guidelines - Academic Research Manager Rank](#)