

# ACADEMIC PROFESSIONALS PROMOTION/RANK CHANGE FORM - SRA to PDRA/PDRA to ARS (RSL-3)

Only for the conversion of Senior Research Assistant rank to Postdoctoral Research Associate or Postdoctoral Research Associate to Associate Research Scholar



Clear Form

Date: \_\_\_\_\_

EMPLID: \_\_\_\_\_

## SECTION I. PERSONAL INFORMATION

Name: \_\_\_\_\_  
Last First Middle

## SECTION II. APPOINTMENT INFORMATION

Effective Date: \_\_\_\_\_ Last Day Worked: \_\_\_\_\_ Appt. End Date\*: \_\_\_\_\_

\*Appt. end date is required for Postdoctoral Research Associates, and should be the date **after** the last day worked.

SRA to PDRA:  OR PDRA to ARS:   
(Department Chair Signature required for PDRA to ARS)

Has this person already begun to work at Princeton? YES:  (Promotion) OR No:  (Rank Change)

Department: \_\_\_\_\_ Title/Functional Description (Optional): \_\_\_\_\_

Proposed FTE Salary: \_\_\_\_\_ # of months: \_\_\_\_\_ Total Salary paid: \_\_\_\_\_

Current FTE Salary: \_\_\_\_\_

\_\_\_\_\_  
Signature of Chair/Director of Appointing Academic Unit or University Librarian

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Form Completed by: \_\_\_\_\_  
Name

Submit this to the DOF DropBox.

For SRA to PDRA, submit with proof of PhD. Acceptable forms of Proof of PhD are

- EITHER HireRight Education Background Check if it shows Ph.D.
  - OR diploma, transcript that denotes Ph.D. was earned, or letter from dean, graduate school or registrar stating Ph.D. has been completed.
- (Proof of Ph.D. cannot be at the department level. Proof of dissertation acceptance is not proof of Ph.D.)

NOTE: NO FORMAL COMMITMENTS MAY BE MADE WITHOUT THE APPROVAL OF THE DEAN OF THE FACULTY

By submitting this form, you are confirming that funding and space are available for this appointment.