

Process for Hiring Soft Money Research Employees

Research Professors, Associate Research Professors, Assistant Research Professors, Research Associates, Technical Associates and Post-Doctoral Fellows

This process has been approved for hiring employees whose salaries and fringe are entirely covered by soft-money sources and whose positions have been listed on the UMassD HR website as opportunities for employment. UMass Dartmouth is an AA/EEO employer of women, minorities, protected veterans and individuals with disabilities and encourages applications from members of these and other protected groups.

- 1) The candidate must apply using the HR website to the appropriate position: <https://www.umassd.edu/hr/employment-opportunities/>
- 2) If a candidate applies whom a department or college wants to consider for the position, the Dean of the college will communicate that to the Chief Research Officer (CRO).
- 3) If the Dean and CRO agree that at least one candidate meets the required qualifications, then the Dean and CRO will appoint a search committee.
 - If the position that is being filled is a self-funded position - i.e. the successful applicant must have his or her own funding source to support salary and fringe - then the committee may consist of one or more individuals.
 - If the position is being funded by grant funding secured by a UMassD employee, the committee must include at least two people, one of whom is not affiliated with the grant.
- 4) The committee will review all active applications for the position type and make a recommendation to the CRO as to whether or not a candidate should be hired.
- 5) If the position under consideration is for Research Professor, Assistant Research Professor or Associate Research Professor, the committee must include in their recommendation a recommendation for the level of appointment (Assistant Research Professor, Associate Research Professor or Research Professor). This recommendation must be substantiated by evaluation of the candidate's qualifications and accomplishments relative to the department's tenure and promotion standards.
- 6) If hiring is recommended and the PI concurs, then the PI will negotiate salary and working conditions with the candidate. Appointments may be full-time or part time and are for one year duration; but may be renewed.
- 7) If negotiations are successful the CRO will approve the hire and HR will issue a contract.

Special Considerations for International Candidates

Non-benefited hires receive non-benefited hiring documentation to complete and return

Benefited hires receive an appointment letter **and** all other benefited hiring documentation to sign and return

Revised 1/15/20

Candidates without citizenship or permanent US residency may apply for and be hired into these positions; but there are some additional restrictions.

- 1) Employees of this class are NOT eligible for UMass Permanent Residency Sponsorship.
- 2) H1B Visas may be sponsored by UMassD, the position must be:
 - full time
 - benefited
 - the salary must be appropriate for the level of the position, the salary cannot be decreased.
- 3) The duration of H1B visas will be limited to the duration of the salary's external funding source.
- 4) Fees for H1B sponsorship (\$1700-\$2200* per H1B) must be paid by the Dean's budget using core operating funds, **NOT from external funds or indirect cost return money**. In the case of SMAST, where the Dean only has access to indirect cost return funds, core money from the Provost's office must be requested and approved by the Provost. The activities of the employee must not contribute to covering the cost of the sponsorship nor may there be any perception that his/her activities may have contributed to covering the sponsorship costs.

Monitoring and Review

This procedure will be regularly monitored by the Chief Research Officer and the Office of Human Resources to assess its effectiveness in ensuring inclusion and promotion of diversity.

PI/Faculty Members Responsibilities for Hiring Process/Search Committee:

1. The Private Investigator (PI) or Faculty member will request access to the pool via emailing Recruitment@umassd.edu.
2. If the Dean and CRO agree that at least one candidate meets the required qualifications, then the Dean and CRO will appoint a search committee:
 - If the position that is being filled is a **self-funded** position - i.e. the successful applicant must have his or her own funding source to support salary and fringe - then the committee may consist of one or more individuals.
 - If the position is being funded by **grant funding secured by a UMassD employee**, the committee must include at least two people, one of whom is not affiliated with the grant.
 - The list of search committee members should be emailed to Recruitment@umassd.edu.

**H1B fees are subject to change*

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3. The PI/Faculty member will review the pool of candidates and place applicants on an assessment grid ([Sample Grid can be found here](#)) in alphabetical order and emailed to Human Resources at Recruitment@umassd.edu for approval.
4. Once approved, the PI/Faculty member may conduct phone, web, or on-campus interviews.
5. After interviews are conducted, the PI/Faculty member will make a recommendation by providing Human Resources with strengths and weaknesses ([Sample S&W's can be found here](#)) and emailing them to Recruitment@umassd.edu.
6. Once strengths and weaknesses are approved; Research Support or the PI department admin will generate a requisition in Page Up and an offer card for the PI/CRO's approval
7. Non-benefited hires will receive hiring paperwork only. No appointment letter will be generated per standard practice.
8. Benefited hires will receive an appointment letter in addition to all other hiring paperwork.