

**Policy Number:** UFCD, HR, 1.01  
**Effective Date:** August, 2011  
**Last Revised Date:** March 2020  
**Next Review Date:** March 2021  
**Policy/Guideline Custodian:** Director, HR  
**Category:** Human Resources

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**Title**

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**Guidelines for Appointment as Research Assistant Professor**

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**Procedure**

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To be eligible for appointment at the rank of research assistant professor (RAP), the following criteria should be met:

- Hold an earned doctorate in an appropriate discipline
- Significant post-doctoral training
- Full funding for the appointment must be available for a minimum of one year (most appointments will be at 1.0 FTE, but it is possible to appoint at an FTE between 0.5 and 1.0)
- Potential for scholarly development consistent with that of an Assistant Professor in the tenure track.
- Strong potential for external funding
- Strong potential for development as an independent investigator and/or absolutely integral to the success of ongoing and future research
- Responsibilities and performance must exceed that typical of post-doctoral fellows in the department.

Process:

Note: The below process occurs after a Request to Fill for the position has been approved and appropriate faculty search procedures have been fulfilled. Reference UFCD, HR 1.22 Policy: Search and Selection Guidelines for Faculty Recruitment.

- a. A letter from the PI to the Department Chair requesting the appointment and delineating the source of funding and job responsibilities.
- b. Applicants CV and statement of research interests
- c. Two letters in support of the candidate from outside of the department in which the applicant will hold their primary appointment. The letters may be internal to the University of Florida or external.

- d. A vote of the department faculty, both tenure and non-tenure track, at the rank of Assistant Professor or higher
- e. Approval by the Chair and the Dean of the College

Expectations for RAP:

- a. Fulfill all requirements outlined in the formal letter of offer
- b. Participate in relevant academic or professional meetings
- c. Participate in faculty governance at the department and college level. Show progress toward the development of an independent research program.

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### References

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[UF Faculty Search Process Overview](#)  
[Search Waiver Procedure](#)

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### Contact Information

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#### Policy Contacts

Robert A. Burne, Associate Dean of Research  
[rburne@dental.ufl.edu](mailto:rburne@dental.ufl.edu)

Amanda Phelps, Director of Human Resources  
[aphelps@dental.ufl.edu](mailto:aphelps@dental.ufl.edu)

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### Important Dates

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- Original Effective Date: November 1, 2011, Approved by: Dr. Teresa A. Dolan, Dean
- Revised: August 2014, Approved by: Dr. Teresa A. Dolan, Dean
- Revised: March 2020, Approved by Dr. A. Isabel Garcia, Dean