

Recruitment of Full Time Academic Officers
Required Procedures and AA Clearance

Type of appointment	Pre-approval by business manager and dean's office required prior to search	Full search required	AA Clearance Required	Other approval required
New Assistant Professor, Associate Professor, or Full Professor (tenure track, tenured, or clinical pre- or suffix)	Yes	Yes	Yes	No
New Associate Research Scientist, Research Scientist, Senior Research Scientist	No	Yes	Yes	No
New Instructor, Senior Lecturer, Lecturer, Associate, or Assistant	No	Yes	Yes	No
New Staff Associate or Senior Staff Associate	No	Yes	Yes	Yes, Position Classification Form to OFA
<i>Replacement</i> Staff Associate or Senior Staff Associate	No	Yes	Yes	No
New Postdoctoral Research Scientist/Scholar/Fellow, Clinical Fellow or Resident	No	Not Required (unless you routinely promote postdocs to higher level research officer positions)	Not Required (unless you routinely promote postdocs to higher level research officer positions)	No
Extension of Postdoctoral appointment for fourth and fifth years	No	No	No	Yes, Dean and Provost approval (send to OFA)
Promotion within category of faculty - Assistant Professor or higher (i.e. from Assistant Professor to Associate Professor)	No	No	No	Yes, COAP approval (including the granting of tenure)
Promotion from Instructor to Assistant Professor	Yes	Yes	Yes	No
Promotion within category of Research Officers (i.e. Associate Research Officer to Research Officer)	No	No	No	Yes, COAP approval to Research Scientist or Senior Research Scientist
Promotion from Staff Associate to Senior Staff Associate	No	No	No	No
Promotion from Postdoctoral Clinical Fellow or Resident to the rank of Instructor (if previously cleared through RAPS or Match Program)	No	No	Yes (via a waiver request)	No
Promotion from Postdoctoral Research Scientist/Scholar/Fellow to rank of Associate Research Scientist - <i>Postdoc</i> not <i>previously searched and cleared in RAPS</i>	No	Yes	Yes	No
Promotion from Postdoctoral Research Scientist/Scholar/Fellow to rank of Associate Research Scientist - <i>Postdoc</i> <i>previously searched and cleared in RAPS</i>	No	No	No	No