



Requests for Rank Conversion from Senior Research Associate II to Research Assistant Professor

Overview

- Requests for conversion to Research Assistant Professor will only be considered for those who hold the rank of Senior Research Associate II.
- A request for a rank conversion should be based on the unit's need for a Research Assistant Professor, including whether the research to be conducted is at a level appropriate for a professorial rank, the duties and responsibilities of the position, its intended duration, and the employee's record of scholarly accomplishment and responsibilities. Please note that PI Eligibility is not a reason for requesting a rank conversion. There is a separate [exception process for granting PI eligibility](#) for those who do not meet the eligibility criteria to be a PI.
- A conversion is not a rank promotion, and there is no salary increase unless the employee's current salary is below the minimum salary in the AAUP CBA for the Research Assistant Professor rank (PSU-AAUP CBA, Article 30, Section 5).
- If approved, the new rank of Research Assistant Professor will be effective, July 1 for 9-month faculty and September 16 for 9-month faculty, following approval.

Process Steps for Conversion Request

1. Faculty or PI/supervisor (with faculty member approval), send a request to the Department Chair/Equivalent.
2. Department Chair/Equivalent prepares a memo to the Dean regarding the request.
3. Dean reviews and, if they approve, will send the documentation supporting the request to the Provost. If the Dean does not approve, they will communicate this decision to the Department Chair/Equivalent and the faculty member. A faculty member may request a meeting with the Dean to discuss the denial.
4. Provost will review and make a decision. If the Provost approves, OAA will route for Dean and Provost signatures and forward the decision to the Dean, Department Chair/Equivalent, and faculty member. If the Provost does not approve, they will communicate this decision to the submitting Dean, who

will communicate with the Department Chair/Equivalent and the faculty member. The Provost's decision is final.

5. Dean's office will work with HR to implement the rank change.

Documentation Required for Conversion Request Submission to OAA

1. A completed "REQUEST FOR CONVERSION FROM SENIOR RESEARCH ASSOCIATE II TO RESEARCH ASSISTANT PROFESSOR" form.
2. Department Chair/Chair Equivalent's memo to the dean supporting or deferring conversion. The memo should provide the reason why the conversion will (or will not) fulfill the unit's needs, how the expected research is at a level normally appropriate for a professorial rank, and the intended duration of the appointment. The Department Chair's memo should include a statement from the PI, if applicable, when the request is submitted by the faculty member.
3. The updated/proposed position description showing the change in duties and responsibilities (track changes is preferred). The position description should clearly indicate that the primary engagement is research at a level typically expected of a professorial rank.
4. Senior Research Associate II's current CV (Format in Appendix I of the P&T Guidelines) that demonstrates a record of scholarly accomplishment and responsibilities, a doctoral degree, or another appropriate combination of educational achievement and professional expertise.

HR Process After OAA Approval

1. The Dean's office should forward the approved form to the Senior Fiscal Officer for the college. The SFO will work with their HR Partner and HR Class Compensation to inform them that they will be initiating a minor modification in PeopleAdmin to update the rank and associated position description.
2. The SFO will initiate the minor modification in PeopleAdmin and attach the Signature Sheet approving the rank conversion and the faculty member's CV supporting the conversion in rank.
3. HR will implement the new Research Assistant Professor rank (and salary adjustment ONLY IF current salary is below the minimum for Research Assistant Professor stated in the AAUP-CBA, Article 30, Section 5) to be effective July 1, after the Provost's approval.

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