

CAS PROCEDURES FOR REQUESTING AN UNPAID RESEARCH FELLOW APPOINTMENT

PLEASE NOTE: RESEARCH FELLOW APPOINTMENTS ARE FOR ESTABLISHED RESEARCHERS WHO ARE AT THE ADVANCED GRADUATE OR POST DOCTORAL LEVEL. INTERNATIONAL AND DOMESTIC UNDERGRADUATE STUDENTS ARE NOT ELIGIBLE FOR A RESEARCH FELLOW APPOINTMENT.

A CAS Faculty member may not supervise more than three (3) unpaid research fellows at any one time.

The Research Fellow Appointment guidelines are posted on the Provost's web site at http://www.lehigh.edu/~inprv/pdfs/active_pdf_forms/ResearchFellowshipAppointments.pdf

CAS Process for Appointing Research Fellows

1. CAS faculty who wish to host a Research Fellow will write a request letter to the Dean that indicates the dates of the appointment (maximum of one year, but renewable), the nature of the Research Fellow's activities, and a statement accepting responsibility for supervision of the Fellow's activities at Lehigh. The CAS faculty requestor gives this letter and the CV for the proposed Research Fellow to the Department Chair/Program Director.
2. Department Chair/Program Director writes a letter of endorsement to the Dean that includes the following:
 - Certification that the resources needed to support the appointment are available in the department/program.
 - Statement that the host department/program will pay for the costs of the required background check.
 - Statement that the host department/program will provide written notification to the Dean when the two required online training courses have been completed.
3. Department Chair/Program Director submits the Appointment Request form, faculty host request letter, Chair/Director endorsement letter, and proposed Research Fellow's CV to the Dean's office. This should be done at least six weeks prior to the start of the proposed appointment to allow time for the required background check process.
4. The Dean's office will issue an appointment letter. The signed appointment letter will be sent to Payroll, HR, and the Provost's office. This will lead to entry into Banner and creation of a LIN, provide access to a Lehigh computer and email account, allow the Research Fellow to obtain a Lehigh ID, provide for access to Course site to complete the two required online training courses, and allow the Provost's office and vendor CBY to initiate the required three-part background check.
5. Within one week of receiving a Lehigh email account and being entered into the Lehigh Administrative Course Site, the Research Fellow must complete the two required online training courses (Harassment and Working with Minors) and print out the forms certifying that the courses have been completed. The Department Chair/Program Director insures that copies of the completed course certification forms are sent to the Dean.