

MGS REQUEST FORM FOR FELLOWS, RESEARCHERS & ADJUNCTS

(type & print in CAPS)

1. Name & Email Address of Requestor and Date:

Name Email Address Date

2. Name, Title, and Email Address of the Appointee:

_____ Email _____

3. Check Appointment Type:

- a. _____ **Fellow** (Contingent Worker Unpaid Only - External academic research & practice affiliation with UMB-see below)
- b. _____ **Senior Fellow** (Contingent Worker Unpaid Only - External academic research & practice affiliation with UMB-see below)
- c. _____ **Researcher** (Contingent Worker – Unpaid Only)
- d. _____ **Adjunct Professor** (Contingent Worker Unpaid Only Indicate rank -Asst., Assoc., or Full) _____

- Indicate whether the appointment checked above is **International** _____
(International -If candidate is being hired as a non-resident US citizen/and or does not have a relevant visa to work in the US – Please also provide a country of the candidate’s citizenship for Office of International Programs document approval)

4. List Department or Center/Institute hosting the Appointment:

5. List dates and timelines: (ADJUNCTS ARE LIMITED TO 1 YEAR APPOINTMENTS; ALL OTHERS LIMITED UP TO 2 YEARS)

- a. Semester/s _____ YR/S _____
- b. Begin Date/Duration _____ End Date/Duration _____
- c. Is this a Renewal? YES ___ NO ___ (check one)

6. State the purpose/rationale for the appointment (Statement and CV attachment required, and/or additional materials)

- a. CV must include appointee’s address and email address
- b. Academic purpose statement should include a list of the appointee’s roles and responsibilities
- c. Provide a list of supplies provided by the unit for the appointee (office, computer, printer et al)

APPROVALS:

Department Chair Or Center/Institute Director _____ Date _____
SIGNATURE – Note that only Chairs can approve Adjunct appointments)

Director / Interim Director _____ Date _____

Form Procedure:

The form provides an internal administrative mechanism to transparently communicate the procedures and process the appointments for researchers, fellows, and adjunct scholars to the College.

The shared roles and procedures enable necessary regulatory management, documentation, and recordkeeping of these appointments for the College.

You can access the form via our website at <https://forms.umb.edu/mccormack>

1. Nominator (GPD/Program Director, Chair, and/or Director) must complete the form by providing information in the relevant sections.
2. Include required attachments (academic purpose statement rationalizing the objectives of the appointment, especially for researchers, fellows, adjunct faculty/CV required, list of roles/responsibilities, and/additional materials)
3. Send package (completed form/with attachments and approved chair signatures) to Elizabeth Diaz Elizabeth.Diaz@umb.edu on behalf of the Interim Director included in a carbon copy, Adugna.Lemi@umb.edu (Please use word documents)
4. Interim Director will review and approve the appointment.
5. If approved by Director, Elizabeth.Diaz@umb.edu will prepare the form letter for Director's request to Provost.
6. Elizabeth.Diaz@umb.edu will send letter and attached materials to Provost on behalf of Director for approval on behalf of requestor and college deans.
7. Elizabeth.Diaz@umb.edu will communicate approvals to Nominators and Appointees and supervise the processing of the appointment accordingly (including contingent worker form).
8. Elizabeth.Diaz@umb.edu will archive all records, including form, in a OneDrive folder
9. Department and/or Center/Institute administrative staff will onboard fellows (ex. campus, UMB e-mail & library access)
10. Nominators will be cc'd for liaison throughout the process.

Once on campus, please also remember to welcome and support your appointee as a member of the MGS and UMass Boston community!

Fellow/Senior Fellow Academic Purpose:

A Fellow/Senior Fellow candidate is currently an academic at an institution who is external (or outside of the department, center/institute, college, and university) that she or he is requesting affiliation with at UMass Boston. At the time of the request, the candidate may also be affiliated with a non-profit or community organization or institution, policy institution, private industry R&D, independent scholar, academic retiree, who seeks affiliation with a McCormack program, center/institute, and department. The Fellow/Senior Fellow may also be a retiree from either of the aforementioned scenarios (Academic/Non-Academic of Practice). A Fellow/Senior Fellow nominee must determine academic purpose/reason for his/her/their affiliation request with the UMass Boston/MGS department, program, and/or center/institute with whom they wish to affiliate. Reasons must include one of the following – individual research and grants attainment on select projects in the program/department/center-institute discipline, collaboration with faculty in the program/department/center-institute on scholarship; and/or mentoring students.

To be assigned the "Senior Fellow" title, the candidate must demonstrate equivalent rank, research productivity, and years of experience equal to an MGS full, tenured Professor or NTT Professor of Practice.

PLEASE NOTE: If extending/renewing an appointment it is required to submit the requested form at least 30 days prior to the expiration of affiliate's current appointment as to prevent any break in service and falling off of our HR system which allows access to umb e-mail and library accounts.