

Required Documents for Research Appointments

Postdoctoral Fellow Appointments

Postdoctoral Fellow

NRSA Postdoctoral Fellow

WCAS Research and Teaching Postdoctoral Fellow (*formerly Mellon Postdoc*)

Postdoctoral Fellow, Direct Fellowship

Visiting Postdoctoral Fellow

Required Documents:

- Complete [online Postdoctoral Fellow Appointment Recommendation form](#)

Upload:

- CV
- [Personal Data form](#) (if Dean's Office will set up appointment)
- Letter of affiliation from sponsoring institution (Visiting Postdoctoral Fellows only)

Research Visitor Appointments

Visiting Scholar

Research Affiliate

Visiting Research Collaborator

Visiting Pre-doctoral Fellow

Required documents:

- Complete [online Research Visitor Appointment Recommendation form](#)

Upload:

- CV
- [Approved Health Insurance Waiver or Application](#)
- Letter of Affiliation from sponsoring institution
- Letter from sponsoring PI detailing how scholar will contribute to research activity and gain new skills through their collaboration with Northwestern Faculty
- [Personal Data form](#) (if Dean's Office will set up appointment)

Research Staff Appointments

Research Associate
Senior Research Associate
Post-Baccalaureate Research Fellow
Research Specialist

Required documents:

- Complete [online Research Staff Appointment Recommendation form](#)

Upload:

- CV
- [Approved Health Insurance Waiver or Application](#) (if appointment doesn't begin on first of the month)
- [Personal Data form](#) (if Dean's Office will set up appointment)

Research Faculty Appointments

Research Assistant Professor
Research Associate Professor
Research Professor
Senior Research Investigator

Required documents:

- Complete online [Faculty-Level Research Appointment Recommendation form](#)

Upload:

- For **new** appointments: a letter from the Chair that includes the results of a faculty vote and details about responsibility for salary and space
- For **renewals**: A statement from the Chair that explains the process by which the appointment was reviewed for renewal, and confirms details about responsibility for salary and space. *(Note, while not officially required per College or University Policy, many departments provide a faculty vote for renewals as well, which supports the appointment review process.)*
- Statement of support by the Sponsoring Principal Investigator (for both new appointments and renewals)
- Current CV (for new appointments and renewals)