Research Faculty, Postdoctoral Fellows, Research Staff, Visiting Scholars:
In general, individuals will be appointed in the unit that (1) is responsible for the majority of the funding for the individual and (2) is responsible for the individual's work and effort. Individuals should only be transferred when the affiliation with the new unit is expected to last 12 months or longer; appointments must also be in the same position category. If the individual is supervised by a faculty member, the faculty member's affiliation with the Center or department must also be considered in making this determination. If funding support is provided by a more than one unit, the secondary unit's chart string will be provided to the primary unit. For additional information on the appointment policy and process, visit http://www.research.northwestern.edu/policies/research-appointments/research-staff.html.

If an appointment is being transferred from one unit to another please follow these steps (initiated by the new unit with exception of Visa process):

Revise the Recommendation for Research Staff Appointment form/Recommendation form for Postdoctoral Appointment:
1. Note the new unit, making sure that the current unit’s name is still legible;
2. Note it as a transfer;
3. Enter any new funding chart string(s);
4. If there are multiple units, indicate any split of effort by percentage (must add to 100%);
5. Note any change in salary by providing the old and new amounts;
6. Procure appropriate approval signatures as required for any appointment;
7. Submit the updated form to the Dean’s Office and/or the Office for Research, based on the position.
A new appointment letter is not necessary, however, the individual should be informed in writing (email is acceptable) of the change. This notification should be kept in the individual’s local personnel file.

Revise the Payroll forms:
1. Create a new position in the new unit with the appropriate funding /chart string
2. Transfer the appointment from the position in the old unit to the new position
3. Procure the appropriate approval signatures from both departments
4. Submit the form to Payroll.

If the individual is on a visa (H-1B, J-1, etc), before requesting a transfer, the current unit needs to complete the Department Transfer or Amended Position Inquiry Request Form found on the International Office website at the following link:
http://www.northwestern.edu/international/contact/transfer.html
The International Office will use this to determine whether an amended petition is necessary.

Graduate Students:
Graduate student appointments will be housed in the department and school that will bestow the degree. The Center will provide its chart string to the department in cases where it provides stipend or other support and ensure that all item types are open.

All necessary access to buildings, laboratories and mail rooms will be provided by both units. Questions or concerns regarding specific appointments that cross departments and Centers should be directed to Gretchen Talbot (WCAS), Erin Archer (McCormick) and/or Ellen Feldman (OR).