Online References submission available in People Admin-
A user guide for online reference letters is available in the Resource Guide. The guide covers how applicants indicate who will provide references, how and when the references are solicited and collected, and how departments can review the references.

Summer Research Appointments:
- For Non-Instructional employees, departments will enter the employee’s salary and the employee’s appointment type (9, 10 or 11 month). The calculator automatically determines the maximum per pay period amount the employee can receive.
- For Instructional employees, departments will enter the employee’s salary and the number of credits the employee is teaching per Summer Session. The calculator automatically determines the amount of Summer Salary the employee can receive, as well as any overage (for employees who earn more than $93,104 annually).
- The Combination worksheet is used if an employee is both conducting research and teaching throughout the summer. The salary information and appointment type automatically feed from the Non-Instructional and Instructional worksheets. The department will enter the number of pay periods the employee is receiving Summer Research salary as well as the total number of credits the employee is teaching over both Summer Sessions. The calculator will then determine if the total between the two exceeds the maximum 33.33% and provide the department with the overage amount (if any).
- The Combination-calculated pay is used if the department elects to pay an employee less than the maximum Summer Research salary. If a department elects to pay an employee below the maximum for Summer Research they will enter the lower per pay period amount in the “Amount of pay per pay period” field. The calculator will then determine if the total between both Summer Research and Summer Session teaching exceeds the maximum 33.33% and provide the department with the overage amount (if any).

Additional resources are available on the Resource Guide [https://hrapps.hr.vt.edu/resourceguide/transactions/index.aspx](https://hrapps.hr.vt.edu/resourceguide/transactions/index.aspx)

- Select Hiring from the Menu on the left
- Scroll down to review information for Summer Session Instructional Appointments or Summer Session Research Appointments

P-14 positions: [http://www.hrapps.hr.vt.edu/resourceguide/docs/P14QuickGuide.pdf](http://www.hrapps.hr.vt.edu/resourceguide/docs/P14QuickGuide.pdf)

Summer research payments have to be approved before October 31st, 2015.

Multi Year Appointments:
An initial appointment, or a reappointment, for a research faculty member may be for up to three years provided that documented funding for the salary and fringe benefits is available from a multi-year grant, multiple grants, or other appropriate sources.

If a person on restricted appointment will be continued, a reappointment is required. Any changes should be made explicit. If a salary increase is approved, it should be a part of the reappointment contract. The department is expected to execute the reappointment contract prior to the current contract end date.

Annual evaluation and merit adjustments occur on the same cycle as for all other faculty members. A performance review must be done annually, shared with the appointee, and documented in writing.

If you or your department is interested in an information or consultation session with OVPR-HR regarding research faculty policies, procedures and how we can best serve you, then contact us at ovpr-hr@vt.edu or call 231–93590.