

## **Research Employee Classifications and Requirements**

### ***Research Associate***

The Research Associate is the entry-level Research professional position.

Appointees support basic and applied research activities at the University. The Research Associate will understand and interpret research protocols and procedures. The Research Associate will work under the direction of a principal investigator or program director or designee of the principal investigator or program director such as a Senior Research Associate or above. Appointees at Level II work under more general supervision and are expected to use some creativity and latitude in performing research tasks. Appointees at Level III are expected to use a wide degree of creativity and latitude in performing research tasks, are expected to demonstrate tangible contributions to research projects and may have limited supervisory responsibilities. Promotion to higher levels is not automatic as a result of longevity in position. Rather, promotion requires increased duties and responsibilities, a recommendation by the CIMAS Director and approval by the appropriate Offices of Faculty and Professional Affairs and Human Resources. Appointees will be given the opportunity to advance their expertise through education, training and/or research experience.

#### **Minimal Requirements:**

- Research Associate I – Bachelors of Science (BS) degree, or equivalent, in a project relevant discipline.
- Research Associate II – BS degree, or equivalent, in a project relevant discipline and at least 2 years of relevant work related experience.
- Research Associate III – BS degree, or equivalent, in a project relevant discipline and at least 5 years or relevant work related experience

### ***Senior Research Associate***

The Senior Research Associate is the second level Research professional position.

Appointees support basic and applied research activities at the University and work under the direction of a principal investigator or program director or designee of the principal investigator or program director. Higher level appointees may be required to supervise other Research employees. Appointees at Level I work under direct supervision but are expected to carry out complex research tasks with some creativity and latitude. Appointees at Level II are expected to perform more complex research duties with less direct supervision and exhibit greater creativity and latitude. Appointees at Level III are expected to carry out the most complex research duties with still greater creativity and latitude and receive minimal direct supervision. Promotion to higher levels is not automatic as a result of longevity in position. Rather, promotion requires increased duties and responsibilities, a recommendation by the CIMAS Director, and approval by the appropriate Offices of Faculty and Professional Affairs and Human Resources. All such appointees contribute to scientific publications, reports and presentations and will be given the opportunity to advance their expertise through education, training and/or

research experience. They are not permitted to submit proposals to funding agencies through CIMAS.

Minimal Requirements:

- Sr. Research Associate I – Masters of Science (MS) degree, or equivalent, in a project relevant discipline and some research experience gained during education/training or employment in a research position.
- Sr. Research Associate II – MS degree, or equivalent, in a project relevant discipline and at least 1 year of relevant work related experience with evidence of contributions to the dissemination of new research information. Supervisory experience required if supervisory responsibilities are involved.
- Sr. Research Associate III – MS degree, or equivalent, in a project relevant discipline and at least 3 years of relevant work related experience including significant evidence of research productivity such as co-authorship of publications, presentations reports or a tangible contributory role in grant preparation. Supervisory experience required if supervisory responsibilities are involved.

***CIMAS Scientist Positions***

The Scientist positions are the third level of Research positions at CIMAS. Since CIMAS is not an academic department it has no Faculty. These positions are similar to the Research Faculty track at UM/RSMAS and at other academic institutions. Appointees independently and collaboratively conduct basic and applied research and typically function as the principal investigator on their research projects.

***Assistant Scientist***

Appointees will contribute to basic and applied research activities including authorship of scientific publications, technical and agency reports, or patent preparation. Appointees may be required to supervise Research employees and/or nonexempt staff. Appointees are expected to publish in refereed journals either in collaboration with the principal investigator or program director, or independently within the scope of his/her responsibilities in the programs of the principal investigator or program director. Appointees are not expected to write and submit independent extramural proposals nor to independently gain such support as principal investigators, but can do so. Success in that regard is one factor considered with respect to promotion to higher rank. All such proposal submissions require the approval of that specific project by the CIMAS Director.

Minimal Requirements:

Ph.D. degree (or equivalent) and at least 1 year of relevant post-doctoral experience.

***Associate Scientist***

Appointees are expected to have achieved national recognition in their field as evidenced

by first authorship in at least some publications in quality journals and presentations at national meetings and prior success as a project principal investigator. Appointees may be required to supervise Research employees and/or nonexempt staff. Appointees will play a lead role in basic and applied research activities, including authorship of scientific publications, technical and agency reports, patent applications and submission of research proposals. Appointees are not required to independently write extramural proposals nor to independently gain financial support as principal investigators, but are strongly encouraged to do so. Success in that regard is one factor considered with respect to promotion to higher rank. All such proposal submissions require the approval of that specific project by the CIMAS Director.

Minimal Requirements:

Ph.D. degree (or equivalent) and at least 5 years of relevant post-doctoral experience.

***Scientist***

Appointees are expected to enjoy international recognition in their field as evidenced by publications in quality journals with evidence of leadership as denoted by the first or lead authorship in a number of these publications and prior success as a project principal investigator. Appointees are also expected to have personally presented research accomplishments at both national and international scientific meetings. Mentoring of more junior research staff is an important function at this level and appointees will likely be required to supervise Research employees and/or nonexempt staff. Appointees may assist in the development of research staff training. Appointees are expected, but not required, to write extramural proposals but are strongly encouraged to do so and to facilitate lower level CIMAS scientists, in doing so. All such proposal submissions require the approval of that specific project by the CIMAS Director.

Minimal Requirements:

Ph.D. degree (or equivalent) and at least 10 years of relevant post-doctoral experience.

***Post-Doctoral Associate***

The Post-Doctoral Associate position is a limited duration appointment (typically two years but extendable for another year if necessary) for scholars pursuing cooperative research or research training with a member of the University faculty or a CIMAS scientist. **Appointees must possess a doctoral degree or equivalent in their specialty.** Their tenure with the University is expected to lead to the advancement of knowledge and it is strongly encouraged that this be documented by scientific publications. They are not permitted to be the principal investigator on a proposal submitted through CIMAS but can be a co-principal investigator.

***Visiting Researcher***

The Visiting Researcher position is a limited duration appointment (typically two years but extendable for another year if necessary) for scholars pursuing cooperative research or research training with a member of the University faculty or CIMAS scientist.

**Appointees must be affiliated with another educational or research institution and possess a Master's degree or equivalent in their specialty.** This interaction may lead to the advancement of knowledge as documented by scientific publications.

***Visiting Scientist***

The Visiting Scientist position is a limited duration appointment visiting scholars who are pursuing cooperative research or research training with a member of the University faculty or a CIMAS scientist. **Appointees must be affiliated with another educational or research institution and possess a doctoral degree or equivalent in their specialty with a minimum of five years of experience in their field.** Their tenure with the University is expected to lead to the advancement of knowledge and may be documented by scientific publications.