

DESCRIPTIONS OF RESEARCH POSITIONS

Research Associate

Definition

Research associates must have earned the Ph.D. or appropriate terminal degree. Appointments are made, with the approval of the department chair or dean, for a period not exceeding one year and supported by funded sources. Annual reappointments, upon receipt of a signed performance review, may be continued up to a maximum of three years. After three years, the appointee is terminated or placed in a different classification, e.g., Senior Research Associate. Initial appointments are processed through CAS Human Resources, and a curriculum vitae must accompany the Appointment Form.

Eligibility for Benefits

Research associates are classified as Category II employees and will receive the benefits for that category. To be eligible for benefits, a research associate must give at least half-time service for a period of at least 12 months. Benefit costs will depend on the employee's level of service.

Salary Administration

The salary range for research associates varies by discipline. Salaries are approved on an individual basis and are based on the job description and funding. Salary increases may be given only at the time of reappointment, and such increases must be within the guidelines established for staff employees.

Senior Research Associate

Definition

Senior research associates must have at least three years' experience beyond the Ph.D. or other appropriate terminal degree, must be career researchers, and may be on the staff indefinitely. Appointments are made with the approval of the dean for a period of one year and supported by funded sources. Initial appointments are processed through CAS Human Resources, and a curriculum vitae must accompany the Appointment Form. Appointments are renewable each year, upon receipt of a signed performance review. Senior research associates may receive 'working titles', e.g., Policy Director, to convey their role.

Eligibility for Benefits

Senior research associates are classified as Category I employees and receive faculty benefits immediately upon appointment, provided they give at least half-time service and are appointed for at least 12 months.

Salary Administration

The salary range for senior research associates varies by discipline. Salaries are approved on an individual basis and are based on job description and funding. Promotions within the title 'Senior Research Associate', are possible based on a significant increase in duties and must follow the promotion guidelines and processes established for staff employees. Merit and other salary increases may be given only at the time of reappointment, and such increases must be within the guidelines established for staff employees.