

Policy 2234 Research Staff Procedures

A. Recruitment Process

The Hiring Authority is strongly encouraged to advertise to recruit Research Staff employees who represent groups traditionally underrepresented in their domains.

Research Staff are ordinarily hired by competitive search, as described on the Human Resources, Talent Acquisition website.

Academic units must submit the following information in the Request Tracking System:

- A position description (template available on the Human Resources website) describing the duties and responsibilities of the position, which must be consistent with this policy;
- The name of the department or center, and the supervisor who will be directing the individual;
- Confirmation that sufficient funding is available to fund the position through externally sponsored funds or other sources; and
- The curriculum vitae of the proposed candidate.

In specific situations, the academic unit may request a waiver from search from the Office of Compliance, Diversity, and Ethics (“CDE”). If CDE grants a waiver from search, the following additional information also must be submitted in the Request Tracking System:

- Approved waiver from search from the Office of Compliance, Diversity, and Ethics.

Research Staff who are not U.S. citizens are subject to all immigration laws and regulations of the United States. The Office of International Programs and Services (OIPS) will advise the academic unit of requirements for appointment of a non-U.S. Citizen Research Staff employee. The Research Staff categories of Research Technical Staff and Research Manager do not qualify for visa sponsorship.

To request visa assistance for the categories of Research Scientist/Engineer or Senior Research Scientist/Engineer the sponsoring academic unit must submit a written request with appropriate supporting documentation to OIPS. Requests should be made as early as possible in the recruitment process, but must be made no fewer than ninety calendar days prior to the expected arrival of the Research Staff. OIPS will determine the appropriate non-immigrant status of the Research Staff following review of the Research Staff’s visa history and the program information provided by the sponsoring academic unit. In most cases, international Research Staff hold J-1 Exchange Visitor status.

Research Staff are not eligible for University sponsorship of permanent residency.

B. Appointment Offer

To make an offer of employment, the Dean or designee must use the Request Tracking System on the Office of the Provost website. No offer will be effective until signed by the Research Staff to whom the offer is made, and an authorized university representative.

All Research Staff offers are contingent on the employee providing:

- Documentation of the receipt of required degree or confirmation from the awarding institution that all degree requirements including dissertation defense if applicable have been completed if degree not yet conferred; and
- Confirmation from Office of International Programs and Services (OIPS) that any proposed candidate who is a non-U.S. citizen is able to obtain appropriate work authorization for this position.

C. Terms and Conditions of Employment

Research Staff are appointed to limited terms of employment. The terms and conditions of Research Staff employment are dependent upon the category of Research Staff. This includes employment termination requirements that differ from other employee categories due to the externally sponsored nature of the salaries for research staff. Research Staff may be full-time or part-time employees. Research Staff fall into one of four categories: Research Technical Staff, Research Manager, Research Scientist or Research Engineer, and Senior Research Scientist or Senior Research Engineer.

1. Research Technical Staff:

The Research Technical Staff position is the entry level for Research Staff employees involved in and supporting research, that may deliver services to clients or involve program responsibilities other than traditional research. The work and duties may vary from that appropriate for a relatively new professional to broader or more significant responsibilities expected of more experienced Research Staff. Research Technical Staff work under supervision and carry out project responsibilities which require professional preparation and application of accepted principles and practices of the field. They may be involved in preparing reports, documents, or manuals for review by project leaders. They may develop and deliver training, or coordinate activities involving a number of project members. They may provide input into the preparation of proposals or supervise project personnel, but typically they have limited responsibility and authority in these areas. Research Technical Staff are not eligible to be principal investigators.

- A master's degree in a relevant field is the minimum qualification for appointment as Research Technical Staff. However, if an exception request is approved by the Dean, an offer may be extended to an individual with only either a bachelor's degree or an associate's degree.

2. Research Manager:

A Research Manager generally has responsibility to manage a specific set of tasks associated with one or more research projects and supervises the staff who perform those tasks. The Research Manager works under the supervision of a principal investigator and is not eligible to be a principal investigator without the approval of the Dean and the Vice President for Research.

- A master's degree in a relevant field is the minimum qualification for appointment as a research manager. However, if an exception request is approved by the Dean, an offer may be extended to an individual with only a bachelor's degree.

3. Research Scientist or Research Engineer:

Research Scientists and Engineers generally conduct research under supervision. They may provide input into the preparation of proposals or supervise staff or student personnel, but typically they have limited responsibility and authority in these areas. Research Scientists and Engineers are generally not eligible to be principal investigators; however, in unusual circumstances, requests for principal investigator status may be submitted to and approved by the Dean and the Vice President for Research.

- A master's degree in a relevant field is the minimum qualification for appointment as a Research Scientist or Engineer. However, if an exception request is approved by the Dean, an offer may be extended to an individual with only a bachelor's degree and significant related experience.

4. Senior Research Scientist or Senior Research Engineer:

Senior Research Scientists and Senior Research Engineers fulfill a senior role in the university's sponsored research program. They carry out independent research under limited supervision. By virtue of their expertise and experience, Senior Research Scientists and Engineers make significant contributions to the conceptualization and conduct of the research. They may be involved in the preparation of proposals, reports, and publications, presentation of research results, and development of patents. Senior Research Scientists and Engineers may serve as principal investigators.

- A doctorate or terminal degree in the field and significant experience are expected for a Senior Research Scientist or Engineer. However, if an exception is approved by the Provost, an offer may be extended to an individual who holds only a bachelor's or master's degree, and significant related experience.

Research Staff receive the benefits of employment which are ordinarily provided to 12-month term faculty members, including annual leave and sick leave accrued at the same rate as is accrued by 12-month term faculty members. However, Research Staff are not faculty members and are not governed by the Faculty Handbook.

Research Staff are not permitted to engage in outside consulting unless approved in writing by the Dean.

Research Staff are assigned to work in local academic units, subject to the approval of the Dean.

Research Staff are subject to all applicable University policies, including but not limited to Policy 4001, Conflicts of Interest. Research Staff involved in externally funded research are automatically considered investigators and are subject to the investigator disclosure and training requirements in Policy 4001 and the PHS Appendix to Policy 4001.

D. Compensation

Research Staff salaries shall be no lower than the exempt standard established by the Fair Labor Standards Act.

Research Staff shall not receive leave payout upon termination.

E. Resignation

Research Staff shall provide at least one month's notice of resignation if resigning prior to the end of the appointment period.

Upon expiration or termination of his or her appointment, a Research Staff employee must leave all original notebooks, data, reagents, and any other data and/or study components or University property with the Faculty Supervisor in a state that allows uninterrupted continuation of the research and scholarship and permits compliance with University policies and sponsor requirements. A Research Staff employee may make copies of his/her research and scholarship data unless prohibited by regulation or sponsor requirements.

F. Termination

Research Staff may be terminated at any time without cause upon ninety (90) days written notice. Such termination must be approved by the local academic unit's dean.

Research Staff may be terminated at any time for cause. Termination for cause may take place without any prior discipline. By way of example, but not limitation, adequate cause for termination includes:

- Conviction of a felony or a crime involving moral turpitude since commencing employment at the university or the willful concealment of such crime in making an application for employment;
- Inability to perform assigned duties because of incarceration;
- Abusive or violent conduct towards members of the university community or visitors;
- Unethical exploitation of students, employees, or campus visitors;
- Failure to carry out professional obligations or assigned responsibilities;
- Falsification of information relating to professional qualifications;
- Violation of university policies and procedures;
- Gross insubordination;
- Unethical conduct
- Unsatisfactory performance;
- Falsifying of records;
- Job abandonment; or
- Unauthorized removal of or damage to university property or another employee's property.

Termination for cause shall be immediate upon receiving written notice of termination for cause. The academic unit shall consult with and notify the director of Employee Relations and the university's Research Integrity Officer prior to taking any action to terminate for cause.

Suspected misconduct in research and scholarship must be reported to the university's Research Integrity Officer under University Policy 4007, Misconduct in Research and Scholarship.