RESEARCHER CLASSIFICATION WORKSHEET

THIS FORM MUST ACCOMPANY ANY REQUEST FOR A NEW POSITION OR RECLASSIFICATION. A CURRENT JOB DESCRIPTION IS ALSO REQUIRED. THE DESCRIPTION SHOULD INCLUDE A STATEMENT OF OVERALL FUNCTION OF THE POSITION, A LIST OF THE CURRENT DUTIES AND RESPONSIBLITIES PERFORMED, AND THE MINIMUM QUALIFICATIONS REQUIRED FOR THE POSITION.

Incumbent's Name: ☐

Current Classification: ☐ Researcher I ☐ Researcher II ☐ Researcher III

Department: ☐

Supervisor's Name: ☐

Date: ☐

Check: ☐ New Position ☐ Reclassification

Recommended Classification: ☐ Researcher I ☐ Researcher II ☐ Researcher III

Instructions: Choose the description in each category which best fits the actual duties and responsibilities (to be) performed by the individual in the position.

1. Nature of supervision to be provided to the incumbent and the level of independence expected:
   - ☐ 1a. Contributes to the needs of higher level positions.
   - ☐ 1b. Performs independent work under direction.
   - ☐ 1c. Works independently and supervises a small research project or major segment of a larger program.

2. Level of creativity expected:
   - ☐ 2a. Assists in data collection and performs laboratory or field activities.
   - ☐ 2b. Compiles, collates, and synthesizes data for reports or segment projects. Operates and maintains research equipment.
   - ☐ 2c. Assists in research proposal preparation and prepares reports and/or professional publications.

3. Nature of supervisory responsibilities performed by incumbent:
   - ☐ 3a. Normally does not have supervisory responsibilities.
   - ☐ 3b. May supervise Researcher Is and/or student workers and instruct others in the use of research equipment and techniques.
   - ☐ 3c. May independently supervise Researcher Is, IIs, and student workers in acquisition, compilation, and synthesis of data.

4. Requirements necessary to perform the functions of the position:
   - ☐ 4a. B.A./B.S. degree in appropriate field or equivalent experience.
   - ☐ 4b. M.A./M.S. degree or B.A./B.S. and equivalent experience.
   - ☐ 4c. M.A./M.S. degree and minimum of three years experience.

REVIEWED AND APPROVED BY:

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Department Head Date Immediate Supervisor Date

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Dean Date

ACTION BY PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS:

☐ Approved ☐ Disapproved _____

Provost and Vice Chancellor Date

Copies: Copy 1 – Vice Chancellor Copy 2 – Dean Copy 3 – Affirmative Action Revised 3/2014