

## **GUIDELINES FOR THE CLASSIFICATION OF RESEARCH POSITIONS**

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

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### **1. New Positions**

In requesting a new position, the department head will recommend to the Dean the most appropriate classification for the position, based on the responsibilities to be performed and the education/experience requirements. A completed Researcher Classification Worksheet and job description must be submitted with each request. The final determination of classification is subject to the review and approval of the Associate Vice Chancellor for Academic Affairs and Research (Personnel and Student Policy) or his/her designee.

### **2. Existing Positions**

Annually at the beginning of the fiscal year, each researcher position will be reviewed by the department head, in consultation with the immediate supervisor, and appropriate Dean to determine:

- a. the appropriateness of the classification of each position with respect to the duties performed; and
- b. the qualifications (education and experience) of the incumbent with respect to eligibility for promotion.

If this review indicates that a higher classification may be appropriate, a new position description should be prepared. The position description should be forwarded, along with a letter recommending that the position be reclassified and a completed Researcher Classification Worksheet, through administrative channels to the Office of the Associate Vice Chancellor for Academic Affairs and Research (Personnel and Student Policy). The Associate Vice Chancellor or his/her designee will review the materials and determine whether or not a reclassification is appropriate, based on the classification standards. The Associate Vice Chancellor will notify the Dean of his/her findings. If reclassification is approved, necessary appointment papers will be prepared and submitted by the department.

If the Associate Vice Chancellor does not support the Dean's recommendation for reclassification, the department may appeal this decision. The appeal should be made in writing to the Provost and Vice Chancellor for Academic Affairs and Research.

A request for a classification review may also be initiated at any time by an individual researcher or supervisor. Normally such a review would not be conducted more than once each fiscal year.

At the time a position is reclassified, an appropriate salary increase will be granted. The increase must be funded by the department. The new salary must be at least as much as the minimum for the new classification, with 5% as the minimum promotional increase under normal conditions. This increase will not affect any annual salary increases for which the employee may be eligible.

### **3. Transfers to Other Positions**

When the source of funds supporting an employee's position changes (change of account), the employee's salary will remain the same. However, when an employee applies for and is selected to fill an open position following a search, this change will be treated as any new appointment.

## **RESEARCHER I**

This is an entry level position.

Minimum Qualifications: B.A./B.S. degree in appropriate field or equivalent experience.

Minimum Salary: See [Human Resources Web Page of A/P Salaries](#) for current figure.

Responsibilities:

1. Contributes to the needs of higher level positions to which the position is assigned.
2. Assists in data collection.
3. Performs laboratory or field activities.
4. Does not normally have supervisory responsibilities.

## **RESEARCHER II**

This is a junior professional position requiring competence in data gathering and interpretation and experience in carrying out research activities of limited scope.

Minimum Qualifications: M.A./M.S. degree or B.A./B.S. and equivalent experience.

Minimum Salary: See [Human Resources Web Page of A/P Salaries](#) for current figure.

Responsibilities:

1. Performs independent work under direction.
2. Compiles, collates, and synthesizes data for reports or segments of projects.
3. Operates and maintains research equipment.
4. Instructs others in the use of research equipment and techniques.
5. May supervise Researcher I and/or student workers.

## **RESEARCHER III**

This position emphasizes independent activity which may include a small research project or may be part of a larger research program.

Minimum Qualifications: M.A./M.S. degree **and** a minimum of three years experience.

Minimum Salary: See [Human Resources Web Page of A/P Salaries](#) for current figure.

Responsibilities:

1. Responsible for a major segment of a research program.
2. Conducts independent work, to include supervision of data acquisition, compilation, and synthesis.
3. May supervise Researcher I and/or Researcher II level positions and student workers.
4. Assists in research proposal preparation.
5. Prepares reports and/or professional publications.

## **ASSISTANT SCIENTIST**

This position is generally considered the entry level position for the doctoral level person. A person in this position must demonstrate the scientific and technical abilities to plan, direct and/or perform the necessary experiments, prepare manuscripts and present the results to the scientific community.

Minimum Qualifications: Ph.D. or other appropriate terminal degree or M.A./M.S. with equivalent experience.

Minimum Salary: See [Human Resources Web Page of A/P Salaries](#) for current figure.

Responsibilities:

1. Directs research projects, including supervision of appropriate personnel.
2. Prepares manuscripts for publication in peer-reviewed journals, reports for funding agencies, and similar documents.
3. Contributes to the preparation of research proposals.
4. May serve as co-principal investigator.
5. Participates in appropriate professional activities.

## **ASSOCIATE SCIENTIST**

The Associate Scientist will have compiled a professional record that is national or international in scope. Assignment to this level shall be taken as recognition of exceptional competence and continued growth. An Associate Scientist contributes to the origination, design, conduct, and coordination of research in support of the research mission of the university, unit(s) to which assigned, and/or the discipline.

Minimum Qualifications: Terminal degree of the discipline or equivalent professional recognition with evidence that productivity will continue. Ability to originate and research problems and to present findings that result in national or international recognition. Prior publication in peer-reviewed journals and other technical media.

Minimum Salary: See [Human Resources Web Page of A/P Salaries](#) for current figure.

Responsibilities:

1. Serves as a co-principal investigator.
2. Provides consultation and guidance to other staff.
3. Prepares proposals and coordinates development of research projects.
4. Publishes in peer-reviewed journals and presents findings at professional meetings.
5. Represents the research program on state, national or international committees.

## **SENIOR SCIENTIST**

The Senior Scientist will have a level of activity resulting in recognition in the research and publication field as a distinguished professional. A Senior Scientist contributes to the origination, design, conduct, and coordination of research in support of the research mission of the university, unit(s) to which assigned, and/or the discipline.

Minimum Qualifications: Terminal degree for the discipline or completion of the most advanced work resulting in professional prominence. Achievement of a proven stature in research, demonstrated by a consistently high level of performance recognized nationally or internationally with a substantial record of peer-reviewed publications and professional contributions.

Minimum Salary: See [Human Resources Web Page of A/P Salaries](#) for current figure.

Responsibilities:

1. Assumes responsibility for a major portion of research activity or unit.
2. Participates in the origination, design, conduct, and coordination of research projects, grants, and contracts.
3. Provides consultation and guidance to other staff.
4. Publishes in peer-reviewed journals and presents findings at professional meetings.
5. Represents the research unit at the state, national, or international level.

## **FACULTY**

Faculty (as defined by the operating paper of the Faculty Senate) consists of all appointees to the rank of professor, associate professor, assistant professor, instructor, assistant instructor, and lecturer.

Research, visiting, adjunct, and clinical categories are also considered faculty, provided they hold at least a 51 percent appointment through Academic Affairs or the School of Medicine.

A list of all faculty ranks is provided in the Faculty and Administrative Staff Handbook on pages 37-38.

## **RESEARCH FACULTY**

Research faculty positions are non-tenured, non-tenure track, term appointment positions that typically do not include direct teaching responsibilities or service duties.

Salaries will normally be funded by external research grants generated by the individuals themselves.

The university is under no obligation to provide tenure.

Promotion from one rank to another within this category does not involve the granting of tenure.

Qualification for appointment and promotion are the same as for standard tenure-track appointments with the following exceptions:

1. There is no requirement of teaching or service duties.
2. Appointment and promotion will be made under the same guidelines as standard faculty positions, requiring approval of the departmental faculty chair, dean, and vice chancellor (with the proviso that no teaching or service duties are required). Promotion carries no tenure status.
3. Appointment will be on a temporary basis. Appointment renewal will be denied if, in any consecutive 24-month period, the individual does not have one or more major external grants on which he/she serves as principal investigator or co-principal investigator with direct costs in sufficient amount to provide for his/her salary.