

Career Ladder Advancement Criteria for Research Associates

Research Associates are primarily departmental employees, reporting to Department Heads/Chairs, unless they are hired to expand a program or replace a major time commitment of a specific faculty member. They are independent operators and it is their responsibility to determine what to do and how it is done. They are assigned jobs and not tasks. They operate from a job description, performance planning document and/or a shorter term instrument such as a project outline or portion of a project outline that applies to their responsibilities. These are professional positions and responsibilities are what ever it takes to get the assigned job done and not a general list of specifics. The difference between the levels of Research Associates are experience, knowledge, capabilities, and independence. Job related licensure may be required for specific positions. A Master's degree in the appropriate discipline to the position is the minimum required education for all levels.

Research Associate I – Grade 31 (Entry)

Provides professional support to research programs and projects in moderately complex cases. Assists in developing plans and protocols. Responsible for equipment, materials, labor and support of facility/lab operations. May perform cost analyses and recommend budgets. Provides routine professional support of protocols/plans, documentation, observation and data collection. Records, processes, analyzes, interprets and presents data. May assist or assign work to others. Work is performed under limited supervision; is expected to make frequent independent judgments and decisions. Possesses advanced knowledge in field of research and working knowledge of processes, equipment, budgeting, and procedures for observation. A Master's degree in discipline appropriate to position is required.

Research Associate II – Grade 32 (Intermediate)

Provides professional support to research programs and projects in moderately complex cases. Leads or assists in development of plans and protocols. Responsible for equipment, materials, labor and support of facility/lab operations. May perform cost analyses and recommend budgets. Provides routine professional support of protocols/plans, documentation, observation and data collection. Records, analyzes, interprets and presents data. Work is performed under limited supervision; is expected to make frequent independent judgments and decisions. Possesses advanced knowledge in the field of research and a broad knowledge of processes, equipment, budgeting, and procedures for observation. Incumbent must have complete supervisory control of at least 1 full time employee and coordinate research efforts of others (Graduate students, project leaders, etc.) OR end product of assignments include written reports that contain data summaries with statistical analysis, interpretations, and recommendations. A Master's degree in discipline appropriate to position is required plus two years of relevant experience.

Research Associate III – Grade 33 (Advanced)

Provides professional support to research programs and projects in complex cases. Leads or assists in development of plans and protocols. Responsible for equipment, materials, labor and support of facility/lab operations. May perform cost analyses and recommend budgets. Provides routine professional support of protocols/plans, documentation, observation and data collection. Is actively involved in recording, processing, analyzing, interpreting, presenting, and publishing data. Work is performed under very limited supervision; is expected to make frequent independent judgments and decisions. Possesses advanced knowledge in the field of research and a very broad knowledge of processes, equipment, budgeting, and procedures for observation. End product of assignments include written reports that contain data summaries with statistical analysis, interpretations, and recommendations; budget and reporting responsibilities same as AAES project leader. Has complete management responsibility for a departmental facility, unit or lab which includes supervisory control of two or more full time personnel OR has complete management responsibility for a departmental facility, unit or lab which includes supervisory control of at least one full time employee and has supervisory control of projects or parts of projects that belong to others. A Master's degree in discipline appropriate to position is required plus four years of relevant experience, including at least two years at the preceding level or equivalent.

Research Associate IV – Grade 34 (Senior)

Provides professional support to research programs and projects in complex cases. Leads or assists in development of plans and protocols. Responsible for equipment, materials, labor and support of facility/lab operations. May perform cost analyses and recommend budgets. Provides routine professional support of protocols/plans, documentation, observation and data collection. Records, processes, analyzes, interprets and presents data. May assist or assign work to others. Work is performed under very limited supervision; is expected to make frequent independent judgments and decisions. Possesses advanced knowledge in the field of research and has a deep expertise and broad knowledge of processes, equipment, budgeting, and procedures for observation. A Master's degree in discipline appropriate to position is required plus six years of relevant experience, including at least two years at the preceding level or equivalent.