

PROFESSIONAL STAFF POSITION DESCRIPTION – RESEARCH ACTIVITIES FORM

Complete this form for positions being considered for professional staff status based on involvement in research activities (e.g. Research Coordinator, Research Consultant, Research Manager).

Do not use this form for Research Scientist/Engineer Series titles.

Indicate the type of responsibility and percentage of time devoted to the tasks listed below. 50% or more of the position's total percentage of time must be devoted to duties that are consistent with the criterion for professional staff exemption based on research. Percentages reflect total duties, not % FTE.

Position identifiers

| | | | |
|--|-----------------|-------------|-------|
| Employee Name (enter "vacant" if a recruitment): | Manager's Name: | Department: | Date: |
|--|-----------------|-------------|-------|

Identifying and defining research problems

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|---|
| = Amount of total time this position devotes to the tasks below –Not to exceed 100% |
|---|

| | |
|-----------|--|
| % of time | is solely responsible |
| % of time | provides significant contributions |
| % of time | provides basic input to be developed by more senior position |
| % of time | other, describe: |
| | <input type="checkbox"/> has little or no responsibility for this task |

Designing approaches or hypotheses to be tested and methodology to be used

| | |
|-----------|--|
| % of time | is solely responsible |
| % of time | provides significant contributions |
| % of time | provides basic input to be developed by more senior position |
| % of time | other, describe: |
| | <input type="checkbox"/> has little or no responsibility for this task |

Designing specific phases of research projects

| | |
|-----------|--|
| % of time | is solely responsible |
| % of time | provides significant contributions |
| % of time | provides basic input to be developed by more senior position |
| % of time | other, describe: |
| | <input type="checkbox"/> has little or no responsibility for this task |

Analyzing results

| | |
|-----------|--|
| % of time | is solely responsible |
| % of time | provides significant contributions |
| % of time | provides basic input to be developed by more senior position |
| % of time | other, describe: <input type="checkbox"/> has little or no responsibility for this task |

Developing conclusions

| | |
|-----------|--|
| % of time | is solely responsible |
| % of time | provides significant contributions |
| % of time | provides basic input to be developed by more senior position |
| % of time | other, describe: <input type="checkbox"/> has little or no responsibility for this task |

Presenting research results in publishable form

| | |
|-----------|--|
| % of time | is solely responsible |
| % of time | provides significant contributions |
| % of time | provides basic input to be developed by more senior position |
| % of time | other, describe: <input type="checkbox"/> has little or no responsibility for this task |

Obtaining research grants (Does not include grant related fiscal/budget work)

| | |
|-----------|--|
| % of time | is solely responsible |
| % of time | provides significant contributions |
| % of time | provides basic input to be developed by more senior position |
| % of time | other, describe: <input type="checkbox"/> has little or no responsibility for this task |

Contact

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