

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:
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Identifying and defining research problems

= 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

Compensation Office

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