University
Part of package
4-24-26

The University offers this revised Titles and Classification proposal as part of a package that includes the University revised Workload proposal and revised Academic Promotion proposal, both dated 4-24-26 as well as University's 4-24-26 package on Appointment and Reappointment; Appointment Notification and Security; Layoff; and Discipline and Dismissal,

ARTICLE XX.
TITLES & CLASSIFICATIONS

The University offers this proposal on Titles and Classifications with the understanding that the bargaining unit is comprised of the positions listed on the pages of this proposal. However, the University recognizes that the parties are in discussions about clarifying whether other positions not listed in this Article are in or out of the bargaining unit. If the parties add such positions to the bargaining unit voluntarily, or if ordered for inclusion through administrative proceedings (i.e. NLRB), the University reserves the right to reopen this article if, in the University's judgment, modifications need to be made to certain provisions of this proposal to account for the newly-added positions.

It is also understood that titles of positions may change as a result of negotiations and if so, this Article will be amended accordingly.

Regardless of the general descriptions of the positions in this Article, and regardless of the title someone holds, only those individuals who provide services to the University in exchange for compensation are employees and in the bargaining unit.

Also, in individual cases, it is possible that employees holding such titles and classifications may supervise other employees in which case they would be excluded from the bargaining unit while carrying out such supervisory functions

Section A. Classifications

1. The University will allocate positions on a "best fit" basis to the most appropriate classification. Classifications shall be based on a position's duties, responsibilities and qualifications as defined herein.

2. The classifications outlined in this Article supersede any previous classifications used by the University prior to the commencement of this Agreement. The University may assign special titles based on merit, funding source, fellowships or other relevant factors within the classification as defined in this Article. Most titles may also have an additional business title.

3. The University retains the unilateral right to create or eliminate any classification covered by this Agreement. The University also retains the right to modify any classification covered by this Agreement, provided, however, that the University shall negotiate, upon request, over the impact of any such modifications to classifications with the Union.

4. **Section B Procedure for Reclassification of Non-Academic Positions**

1. Reclassifications for non-academic staff positions shall be based on permanent and substantive change in the duties, responsibilities and/or qualifications of the position. A reclassification to another role may be requested when there is not a HAW academic promotional track or the next promotional step does not reflect the nature of the work being performed.

2. Any Employee holding a non-academic staff position, or such Employee's supervisor, may request a reclassification at any time by contacting the School's Human Resources Office in writing. The Employee or the supervisor will use the School's Reclassification Form and provide written reasons for the request, particularly noting where the Employee's duties have changed and why such changes warrant a reclassification. The University will begin the process to determine a need for reclassification ordinarily within **fifteen (1**5)-business days.

3. When an Employee's position is under consideration for reclassification, the University must notify the Employee and the Union of the University's final decision on whether reclassification is appropriate ordinarily within sixty (60) business days of the Employee's or the supervisor' written request.

4. In determining whether a reclassification is appropriate, the University shall review the Reclassification form, job benchmarks and other comparable University positions and may review any other appropriate documents, to identify the Employee's duties,

responsibilities and qualifications in comparison to the classification specifications defined in this Article or in existing job descriptions or other documents describing the position.

Section C. Instructional Positions

The following are summary descriptions of the bargaining unit positions and not designed to describe all aspects of those positions. The Schools have the discretion to determine the appropriate types of instructional positions that are necessary to meet curricular and pedagogical needs and to change appointment types as needed.

Effective with the ratification of this Agreement, the University shall establish two types of Lecturers as more fully described below. Track A Lecturers shall replace the current Lecturer classification and Track B Lecturers shall replace the current Preceptor classification. The qualifications for and nature of these two positions are described below.

After ratification of the Agreement, new hires into what is now the Preceptor classification will be classified as Track B Lecturers going forward. Current Preceptors in the middle of their appointments will have the opportunity to apply for open Track B Lecturer positions as described below under Implementation once their appointment ends.

The following length of appointments and reappointments for the positions in the bargaining unit shall be as follows:

1. **Track A- Lecturer I, II, and III - (FAS/SEAS/HMS only)**

   a. Track A Lecturer I, II, and III are non-tenure-track faculty positions that are held by individuals who serve as course heads_in FAS/SEAS or as deliverers of classroom instruction in HMS for credit-bearing courses.

   Track A Lecturers (with exceptions or as appropriate, on field-specific norms must ordinarily hold a doctorate or equivalent terminal degree by the time the appointment begins. All Track A lecturer appointments must be based in a department or degree program.

   Nothing shall preclude a Track A Lecturer from accepting an additional position in another department or degree program besides their primary appointment, within FTE limitations. There must be curricular need and budgetary approval for the position, but budgetary approval shall not discriminate between Track A Lecturer I, II, or III appointments (e.g. an existing Track A Lecturer III position cannot be eliminated for

budgetary reasons while being replaced with a new Track A Lecturer I position teaching the same courses).

b. An appointment as a Track A Lecturer I is for a term of three (3) years. There are no further reappointments as a Track A Lecturer I after the expiration of their three-year appointment. However, during the last of the three years of service in this position, the Employee will be reviewed for promotion to Track A Lecturer II, conditional on curricular need and budgetary approval.

c. Track A Lecturer II positions carry a term of five (5) years. If the Track A Lecturer I is promoted, they will receive a five (5) year appointment as a Track A Lecturer II. If the Track A Lecturer I is not promoted to Track A Lecturer II, then their appointment will expire at the end of their term.

   There are no further reappointments as a Track A Lecturer II after the expiration of their five-year appointment. However, during the last of the five years of service in the Track A Lecturer II position, the Employee will be reviewed for promotion to Track A Lecturer III, conditional on curricular need and budgetary approval.

   d. Track A Lecturer III positions carry a term of five (5) years. If the Track A Lecturer II is promoted, they will receive a five (5) year appointment as a Track A Lecturer III. If the Track A Lecturer II is not promoted to Track A Lecturer III, then their appointment will expire at the end of their term.

   Once the employee is promoted to Track A Lecturer III there shall be no limits on the number of Track A Lecturer III reappointments, conditional on successful reviews and conditional on the University's determination of continuing need for the position and budgetary approval.

   Implementation. For those Lecturers employed at the time of ratification of this Agreement and in the middle of an appointment, such Lecturers will be allowed to complete their current appointment. During or upon the conclusion of their current appointment, they may apply for an open Track A Lecturer position, which is contingent on curricular need and budgetary approval, Such Lecturers will be considered and a decision on their application will be made prior to any department posting for the position for external candidates. The University will take into account the former Lecturer's past record of teaching and performance when such an individual applies for such an open position.

2. Track B Lecturers I, II and III (FAS/SEAS only)

a. **Track B Lecturers I, II and III** positions are reserved for teachers who provide language, skill-oriented, or other special instruction (including some introductory disciplinary instruction). They may not offer instruction of a disciplinary nature (beyond introductory instruction) or be in charge of courses of a non-departmental nature such as those offered by the General Education and Freshman Seminar programs. There must be curricular need and budgetary approval for the position.

b. Track B Lecturers are required to have a Masters degree but are not required to have a doctorate and do not ordinarily serve as course heads.

c. An appointment as a **Track B Lecturer I** is for one year or it may be for a term of three years. There are no further reappointments as a **Track B Lecturer I,** after the expiration of three years. However, during the last of the three years of service in this position, the Employee will be reviewed for promotion to **Track B Lecturer II.**, conditional on curricular need and budgetary approval. **Track B Lecturer II** ~~II~~ positions carry a term of five (5) years. If the **Track B Lecturer I** is not promoted to **Track B Lecturer II**, then their appointment will expire at the end of their term.

d. During the last of the five years of service in the **Track B Lecturer II** position, the Employee will be reviewed for promotion to **Track B Lecturer III**, conditional on curricular need and budgetary approval. **Track B Lecturer III** positions carry a term of five (5) years. If the **Track B Lecturer II** is promoted, they will receive a five (5) year appointment as a **Track B Lecturer III.** If the **Track B Lecturer II** is not promoted to **Track B Lecturer III**, then their appointment will expire at the end of their term.

e. Once the Employee is promoted to **Track B Lecturer III** there shall be no limits on the number of **Track B Lecturer III** reappointments, conditional on successful reviews and conditional on the University's determination of continuing need for the position and budgetary approval.

Note: Positions that require a doctorate and course head eligibility should be appointed as Track A Lecturer I/II/III, Annual Lecturer, College Fellow, or Benjamin Peirce Fellow.

f. Implementation For those Preceptors employed at the time of ratification of this Agreement and in the middle of an appointment, such Preceptors will be allowed to complete their current appointment. During or upon the conclusion of their current appointment, they may apply for an open **Track B Lecturer I** ~~Preceptor~~ position,

which is contingent on curricular need and budgetary approval. Such Preceptors will be considered and a decision on their application will be made prior to any department posting for the position for external candidates.
The University will take into account the former Preceptor's past record of teaching and performance when such an individual applies for such an open position.

3. Dependent Lectureship

If an administrative, research or other professional staff position requires, as a condition of the job, that the holder of the position teach one or more courses, the individual will receive a secondary appointment for such teaching but no additional pay beyond the basic compensation from their primary position. In this case, such teaching is not covered by this Agreement.

However, if an Employee's primary position does not require teaching, then nothing shall preclude the holder of the position from engaging in teaching and being considered for and appointed to an Instructional Position under the Agreement.

4. Annual Lecturer. (FAS, SEAS, and HMS only) An Annual Lectureship is a short-term, non-tenure-track position that is held by individuals who meet specific short-term teaching needs for credit-bearing courses and, in FAS, will serve as course heads Annual Lecturers may teach on a full-time or part-time basis. Annual Lecturer appointments are made for one term or for one year, with the possibility of renewal. .

An Annual Lecturer can only be appointed for up to three academic years, on either a full- or part-time basis. If the University wishes to continue to fulfill the same teaching need with an HAW Instructional Position after three academic years, it must appoint the Employee as a Track A Lecturer I.

This three-year cap does not apply to bargaining unit dependent lecturers.

5. College Fellow.(FAS/SEAS only)

A College Fellowship is a short-term, non-tenure-track position that is held by exceptional scholars who have demonstrated excellence in teaching. In addition to pursuing their own research, College Fellows serve as course heads for short term teaching needs.

College Fellows must have completed all requirements for the doctorate (or equivalent terminal degree) prior to the appointment start date (with exceptions, as appropriate, of appointments in the arts. College Fellowships are three (3)- to five (5)-year non-renewable

positions. College Fellows receive mentoring on both pedagogy and career development. There must be curricular need and budgetary approval for the position.

~~If~~ At the end of a College Fellow's term, nothing shall preclude them from applying to open positions at the University, including bargaining unit instructional positions.

6. Benjamin Peirce Fellow (Math) (FAS only).

A Benjamin Peirce Fellowship is a non-tenure-track position in the Department of Mathematics that is held by scholars who possess significant promise as researchers and a strong record of teaching undergraduate or graduate students.

The appointment of a Benjamin Peirce Fellow is for a period of three years. Benjamin Peirce Fellowships are not renewable; however, those who choose to take unpaid leaves during their time as a Benjamin Peirce Fellow may be given the option of extending their Benjamin Peirce Fellowship by an equivalent amount of time, depending on curricular needs and budget constraints, and with approval by the Department Chair. In such cases, appointments as Benjamin Peirce Fellows cannot ordinarily exceed a maximum of 5 years total. Benjamin Peirce Fellows are expected to have completed all requirements for the doctorate before their appointment start date. There must be curricular need and budgetary approval for the position.

7. Briggs-Copeland Lecturer (English) (FAS only).

This appointment is for a period of five (5) years and is not renewable. It is a Lecturership in the Department of English that is designed for accomplished practicing writers. There must be curricular need and budgetary approval for the position.

8. Associate Senior Lecturer. (FAS/SEAS only).

This appointment is for a period of five (5) years and is not renewable. Associate Senior Lecturer is a five-year, highly selective, non-renewable, non-tenure-track position for individuals who have demonstrated exceptional ability as teachers, are meeting a recurring, essential curricular need, and have shown exceptional potential for further growth. Appointments to this position are extremely rare. An Associate Senior Lecturer has at least three years of teaching experience as a course head for courses that would otherwise be taught by tenure-track or tenured faculty. Associate Senior Lecturers must either possess a doctorate or terminal degree with exceptions for certain appointments in the arts. There must be curricular need and budgetary approval for the position.

9. Temporary Course Instructor (HMS only)

Temporary Course Instructors are appointed on a course-by-course basis from time to time and are responsible for teaching assigned topics in alignment with established learning objectives and the course curriculum. This temporary position requires subject matter expertise, effective teaching skills, and responsiveness to the Course Director's guidance and course requirements. However, an individual who is only appointed to teach one or more lectures in a semester course otherwise assigned to another faculty member is not part of the bargaining unit.

10. Instructor, Adjunct. (HDS only)

Appointments to the rank of instructor (adjunct) are short-term, non-tenure-track course head teaching appointments equal to or less than half-time in teaching responsibilities. The appointment has no PI rights. In most cases, the appointment is made for one semester, or one academic year. These appointments are renewable with approval from the Dean and depend on curricular needs and financial resources. Appointees are expected to be either advanced doctoral students or holders of a master's degree in the relevant discipline.

11. Lecturer, Adjunct. (HDS only

Appointments to the rank of lecturer (adjunct) are short-term, non-tenure-track course head teaching appointments equal to or less than half-time in teaching responsibilities. In most cases, the appointment is made for one semester, or one academic year. These appointments are renewable with approval from the Dean and depend on curricular needs and financial resources. Qualifications for appointment ordinarily include a PhD or equivalent terminal degree in the field.

Course Lead (HMS Only)

A Course Lead is a non-ladder faculty member who takes full ownership of an HMS course. This is typically a part-time role and can be shared by two or three people. Course Leads are typically responsible for teaching at least 50% of sessions while ensuring alignment with broader program objectives.

They are responsible for all aspects of course design and delivery, including developing curricula that reflect current disciplinary knowledge, creating assessments aligned with learning objectives, preparing comprehensive syllabi and teaching materials, and coordinating guest lecturers. Course Leads work closely with Program Directors and Program Managers to maintain academic excellence and curricular coherence across the program.

Teaching Assistant (all Schools)

Teaching Assistants ("TAs") engage in the same kinds of supervised instruction as HGSU-UAW teaching fellows but are not eligible for teaching fellow appointments or for membership in the HGSU-UAW unit, i.e. they are individuals who are not enrolled in a degree program at Harvard or they are students in Harvard non-degree programs outside of GSAS. Ordinarily, TAs will have received at least their A.B., before the appointment begins. TAs may or may not hold a doctorate.

TA appointments are effective only during the term of teaching and are generally part-time.

There must be curricular need and budgetary approval for the position.

13. Instructor (HMS only).

HMS Instructors are typically researchers who meet the HMS requirements for teaching HMS learners. Existing employees are red-circled into this role at HMS; no new appointments will be made but current instructors are eligible for additional reappointments or reclassification to an appropriate Research Position.

(Union moved this to Section D, Research Positions)

14. Curriculum and Pedagogy Manager

Curriculum and Pedagogy Managers work closely with faculty in developing and delivering curricula, course materials and assessments; organizing and managing graduate and undergraduate teaching staff as well as TAs; and providing student support, especially in large foundational courses.

Curriculum and Pedagogy Managers shall be employed as staff on a continuing basis without specific limitation of term.

It is understood that in some cases, individuals who hold the title of Curriculum and Pedagogy Managers may have supervisory duties that exclude them from the bargaining unit.

Section D. Research Positions

The following are summary descriptions of the bargaining unit positions and not designed to describe all aspects of those positions. The Schools have the discretion to determine the appropriate types of research positions that are necessary to meet the research needs of the Schools and to change appointment types as needed.

The following length of appointments and reappointments for the positions in the bargaining unit shall be as follows:

1. **Postbaccalaureate Researcher (all Schools)**

Appointees to this position conduct directed research under the supervision of a PI, department, or center. To hold an appointment at this rank, the candidate must have a baccalaureate degree. This appointment is made to enable the individual to pursue his/her/their research under the general supervision of one or more Harvard faculty members. Postbaccaulaureate Researchers engage in mentored training to enable them to become independent researchers. The appointment is contingent on funding~~,~~ ~~–~~ordinarily full-time, and made for twelve (12) months. As an exception, incoming graduate students may be appointed for less than twelve (12) months in advance of their starting as a graduate student at Harvard. Reappointment at this rank is possible, subject to review by the Principal Investigator, and individuals may ordinarily serve in this category, whether full- or part-time, for three to five (3-5) years.

2. **Postdoctoral Researcher** (**all Schools)**
   This appointment is made to enable the individual to pursue his/her/their research under the general supervision of one or more Harvard faculty members. Postdoctoral researchers engage in mentored training to enable them to become independent researchers.

   To hold an appointment at this rank, the candidate must have received a doctoral degree at the time of appointment. Ordinarily, the candidate will have earned a doctorate within the five years preceding the appointment. The appointment is contingent on funding ~~,~~ ordinarily full-time~~-~~and made for a minimum of three months and is not to exceed twelve (12) months. Reappointment at this rank is possible, subject to review by the PI, and individuals may ordinarily serve in this category, whether full- or part-time, for up to five years.

3. **Postdoctoral Researcher, Specialist (HMS only)** These specialist roles are postdoctoral researchers hired into roles that require advanced skills, including expertise in drug discovery or advanced computational skills.

4. **Senior Postdoctoral Researcher (All Schools)**
   This appointment is made to enable individuals, who have held at least one postdoctoral researcher position, to continue their research under the general supervision of one or more Harvard faculty members. While more advanced than Postdoctoral Researchers, Senior Postdoctoral Researchers still engage in directed training to enable them to become independent researchers. They can also assist in the mentorship of Postdoctoral Researchers as part of their professional development.

   Individuals receiving this appointment will possess a doctoral degree at the time of appointment and ordinarily will have had at least three years of postdoctoral experience. The appointment~~-~~is made for one year, for a total of up to five years, and is ordinarily full-

time. Reappointment to the Senior Postdoctoral Researcher position beyond five years (whether full-time or part-time) is not possible, except at HDS.

5. **Research Associate (HMS)**

   Existing HMS Research Associates may remain in their current role if their visa status or lack of a doctoral degree prevents them from transitioning to Senior Postdoctoral Research, HAW staff researcher, or Research Scientist positions. These individuals are red-circled into this rank for the duration of their HMS employment. No new appointments will be made at this rank, but red-circled individuals are eligible for additional one-year appointments. Those who can transition to Senior Postdoctoral Research, staff researcher, or Research Scientist positions must do so. (Union moved this to Section D, Research Positions)

6. **Research Scientist (or Research Scholars) (FAS, SEAS, and HMS)**
   Research Scientist appointments are made to secure the paid professional services of an individual in support of research projects directed by one or more faculty members. While Research Scientists have a modicum of independence in pursuing their research, they are, ordinarily, expected to contribute to the intellectual pursuits of the Harvard faculty member's research program or support the needs of a core facility or research center.

   Individuals receiving this appointment will possess a doctoral degree at the time of appointment and ordinarily will have had at least five years of postdoctoral experience.

   The appointment, which is contingent on funding and space, is made for five years. Feedback on performance will be provided on an annual basis. Reappointment in this rank for an additional five-year term requires review in the penultimate year of reappointment, with subsequent reviews for reappointment at similar intervals thereafter.

7. **Senior Research Scientist (or Senior Research Scholars) (FAS, SEAS, and HMS)**
   Senior Research Scientist appointments are made to secure the paid professional services of an individual in support of the intellectual pursuits of a faculty member(s), department, core facility, or research center. Senior Research Scientists are also able to conduct their own independent research in collaboration with a Harvard faculty member or in support of a core facility or research center.

   Individuals receiving this appointment will possess a doctoral degree at the time of appointment and ordinarily will have had at least ten years of postdoctoral experience. Individuals should have a strong record of scholarly publications.

   The appointment, which is contingent on funding and space, is made for five years. Feedback on performance will be provided on an annual basis. Reappointment in this rank

for an additional five-year term requires review in the penultimate year of appointment, with subsequent reviews for reappointment at similar intervals thereafter. Where a School chooses to offer a part-time appointment, such Part-time appointments or non-consecutive appointments for a fraction of a year will ordinarily count as a one-year appointment for determining eligibility for a renewal or a review date.

8. **Research Fellows**. **(FAS Only)**
   This appointment is made in areas where extensive postdoctoral experience prior to a junior faculty appointment is the norm and accords recent recipients of doctoral degrees a modicum of independence in conducting research under the auspices of departments or centers. This appointment currently is ordinarily restricted to the Rowland Institute, John Harvard Distinguished Science Fellows (JHDSF) and NSF-Simons Fellows. The appointment, which is contingent on funding, ordinarily full-time, made for a minimum of three months, and is not to exceed twelve (12) months. Reappointment may be possible; individuals may serve in this category, whether full- or part-time, for a maximum of five years. Appointees will be eligible for appointment to junior faculty positions or to the research scientist or senior research scientist positions.

Section E. Professional Staff Positions (FAS/SEAS and HDS)

The following represents only a broad overview of the positions. The parties recognize that the details of the work for any Employee holding such a classification will vary depending on the business needs of the department or unit.

1. **Humanities/Social Sciences Researchers**

   a. **Researcher II**

   Typical Duties & Responsibilities:
   - Develops, designs and conducts original research;
   - Conducts scientific analysis of experimental results designed to research problems or understand trends, characteristics and tendencies (social sciences only);
   - Manages research study including subject interaction, implementation of study design and controls, and on-and off-site trouble shooting;
   - Designs interview and assessment protocols;
   - Designs and modifies research methods in the areas of humanities and social sciences;
   - Disseminates project results through writing articles, reports, memos, case studies and conference presentations.

Bachelor's degree required (Master's degree preferred) with 3+ years of relevant experience.

b. Researcher III

Typical Duties & Responsibilities:

- Plans, develops, designs and conducts complex research projects;
- Formulates research methods;
- Investigates, analyzes and interprets experimental results designed to research problems or understand trends, characteristics and tendencies in the areas of humanities and social sciences;
- Develops course materials and presents research findings;
- Interacts with faculty;
- Collaborates with other researchers for overall research project.

Master's degree required (Doctorate preferred) with 5+ years of relevant experience.

c. Senior Researcher I

Typical Duties & Responsibilities:

- Conducts humanities and social sciences research in area of expertise;
- Identifies resources in research community to approach research challenges;
- Responsible for the completion of projects and the attainment of program objectives;
- Manages all aspects of quality assurance, compliance and regulatory activities;
- Investigates, modifies and/or develops new protocols, procedures, techniques or applications of technology to advanced and highly complex research;
- Writes and collaborates with other researchers on manuscripts, abstracts, and other publications of research findings;
- Participates in writing research proposals, reports to funding agencies and articles for publication;

Master's degree required (Doctorate preferred) with 7+ years of relevant experience.

d. Senior Researcher II

Typical Duties & Responsibilities:

- Designs, develops and manages high level research projects;
- Designs and develops seminars, courses and presentations;
- Independently presents experiment results at meetings and/or conferences;
- Collaborates regularly with other researchers on long range plan for research project(s);

Master's degree required (Doctorate strongly preferred) with 8+ years of relevant experience.

2. Natural Sciences Researchers

a. Researcher II

Typical Duties & Responsibilities:

- Develops, designs and conducts original research experiments in line with research plan;
- Participates in the development and modification of new protocols and experimental strategies;
- Interprets and implements research methodology;
- Formulates research methods and suggests options for improving quality; recommends solutions to problems;
- Conducts scientific analysis of experimental results designed to research problems or understand trends, characteristics and tendencies in the areas of basic, applied and life sciences;
- Presents research findings at laboratory meetings;
- Disseminates project results through writing articles, reports, memos, case studies and conference presentations;
- Trains users in equipment operation and laboratory techniques.

Bachelor's degree required (Master's degree preferred) with 3+ years of relevant experience.

b. Researcher III

Typical Duties & Responsibilities:

- Develops, designs and conducts one or more complex research experiments in line with plan; reviews progress and evaluates results;
- Conducts independent scientific research projects investigating fundamental problems in area or research;
- Independently designs and developments new techniques;
- Advises on experimental design and applicability;

- Investigates, analyzes, synthesizes and interprets experimental results designed to research problems or understand trends, characteristics and tendencies in the areas of basic, applied and/or life sciences;
- Prepares and/or collaborates on articles for submission to scientific journals and publications; authors and coauthors manuscripts for publications;
- Presents and co-presents results with Principal Investigator at meetings and/or conferences nationally and internationally;
- Collaborates within and outside of own laboratory on related projects;
- Assists broadly in research and educational activities within area of expertise;
- Prepares proposals for funding.

Master's degree required (Doctorate preferred) with 5+ years of relevant experience.

c. Scientist I

Typical Duties & Responsibilities:

- Plans, develops, designs and conducts complex and visible research projects for school/unit;
- Investigates, modifies and/or develops new protocols, procedures, techniques or applications of technology integrating new findings in field;
- Responsible for the completion of projects and the attainment of program objectives;
- Manages all aspects of quality assurance, compliance and regulatory activities;
- Identifies resources in scientific community to approach research challenges;
- Collaborates with other researchers on long range plan for overall research project acting as expert in specialized area;
- Participates in writing research proposals and reports to funding agencies;
- Writes and collaborates with other researchers on manuscripts, abstracts, and other publications of research findings;
- Interacts regularly with affiliated Institute faculty;
- Presents research results at national, regional and local meetings.

Ph.D required with 7+ years of relevant experience.

d. Scientist II

Typical Duties & Responsibilities:

- Develops and manages high level research projects;
- Conducts independent research at the highest quality within a specialized field;
- Develops strategy and formulates original design of new processes/methodology to study research problems;
- Develops new or revised scientific protocols;
- May investigate, originate, initiate and submit award proposals with or without Principal Investigator to support research endeavors;
- Independently presents experiment results at meetings and conferences;
- Collaborates with Principal Investigator(s) to determine direction of research projects;
- Identifies research problems; designs and coordinates scholarly methods to study research problems; understands trends, characteristics and tendencies in the areas of physical, medical and basic sciences;
- Identifies topics and coordinates collaborations with research groups across disciplines, universities, countries, etc.

Ph.D required with 8+ years of relevant experience.

3. Professional Core Engineers

a. **Research Core Engineer II**

Typical Duties & Responsibilities:

- Provide professional engineering expertise in a core facility in process design, training, quality assurance, and developmental activities.
- Assist researchers with experimental design, use of equipment, and data collection. Analyze data and review identifiable factors to meet research goals. Assist researchers with use of equipment, instruments, systems, and facilities.
- Assist with the evaluation, installation, maintenance, and monitoring state-of-the-art process equipment, other specialized instrumentation, and/or mechanical, electrical, or plumbing (MEP) systems needed to support instrumentation.
- Provide training to researchers, faculty, and students to advance knowledge of the equipment, instruments/systems, and lab-specific safety protocols and best practices.
- Collaborate with staff and make recommendations to develop processes and facility workflows; bassist with preparation of training manuals including standard operating procedures and related documents.

- Assist with monitoring of laboratory safety compliance and ensure compliance with University policies, procedures, and applicable legal rules and regulations.

Bachelor's degree in an engineering or related field and one year of relevant work experience; or a minimum of five years of relevant work experience or equivalent combination of education and experience.

b. Research Core Engineer III

Typical Duties & Responsibilities:

- Independently provide professional engineering expertise in a core facility in process design, training, quality assurance, and developmental activities.
- Represent core on scientific research projects. Assist researchers with experimental design, data collection, and/or analyses; analyze and evaluate identifiable factors to meet research goals. Assist researchers with use of equipment, instruments, systems, and facilities.
- Evaluate, install, maintain, monitor, and participate in the selection of state-of the art process equipment, other specialized instrumentation, and/or mechanical, electrical, or plumbing (MEP) systems needed to support instrumentation;
- Provide training to researchers, faculty, and students to advance knowledge of the equipment, instruments/systems, and lab-specific safety protocols and best practices; serve as technical/engineering expert;
- Collaborate with staff and assist with the development of processes and facility workflows; prepare training manuals including standard operating procedures and related documents;
- Write and co-author scientific papers and other publications.
- Monitor laboratory safety compliance and ensure compliance with University policies, procedures, and applicable legal rules and regulations.

Bachelor's degree in an engineering or related field and a minimum of three years' relevant work experience; or a minimum of seven years of relevant work experience or equivalent combination of education and experience

c. Research Core Engineer IV

Typical Duties & Responsibilities:

- Lead and provide professional engineering expertise in a core facility in process design, training, quality assurance, and developmental activities.
- Represent core on scientific research projects; may lead complex projects. Provide guidance with respect to experimental design, data collection, and/or analyses; analyze and evaluate identifiable factors to meet research

goals. Assist researchers with use of equipment, instruments, systems, and facilities.

- Evaluate, install, maintain, monitor, and participate in the selection of state-of the art process equipment, other specialized instrumentation, and/or mechanical, electrical, or plumbing (MEP) systems needed to support instrumentation; may act as lead. Coordinate with vendors, as needed, for equipment inspection, repair, and service contracts;
- Provide training to researchers, faculty, and students to advance knowledge of the equipment, instruments/systems, and lab-specific safety protocols and best practices; serve as technical/engineering expert.
- Collaborate with staff to develop processes and facility workflows. Prepare training manuals including standard operating procedures and related documents.
- Write and co-author scientific papers and other publications.
- Collaborate with various departments and serve as a consultant.
- Monitor of laboratory safety compliance and ensure compliance with University policies, procedures, and applicable legal rules and regulations.

Bachelor's degree in an engineering or related field and a minimum of five years' relevant work experience, or a minimum of nine years of relevant work experience or equivalent combination of education and experience.

d. Research Core Engineer V

Typical Duties & Responsibilities:

- Manage and provide professional engineering expertise in a core facility in process design, training, quality assurance, and developmental activities.
- Serve in a lead role and represent core on complex development processes and projects. Provide guidance with respect to experimental design, data collection and/or analyses; analyze and evaluate identifiable factors to meet research goals. Assist researchers with use of equipment, instruments, systems, and facilities.
- Evaluate, install, maintain, monitor, and participate in the selection of state-of the art process equipment; other specialized instrumentation, and/or mechanical, electrical, or plumbing (MEP) systems needed to support instrumentation; may act as lead. Coordinate with vendors, as needed, for equipment inspection, repair, and service contracts.
- Provide training to researchers, faculty, and students to advance knowledge of the equipment, instruments/systems, and lab-specific safety protocols and best practices; serve as key engineering liaison;

- Collaborate with staff to develop processes and facility workflows; Prepare training manuals including standard operating procedures and related documents;
- Participate in proposal development and may be eligible for Principal Investigator rights;
- Write and co-author scientific papers and other publications;
- Collaborate with various departments and serves as a consultant/subject matter expert. Monitor laboratory safety compliance and ensure compliance with University policies, procedures, and applicable legal rules and regulations.

Bachelor's degree in an engineering or related field and a minimum of eight years of relevant work experience; or a minimum of twelve years of relevant work experience or equivalent combination of education and experience.

4. Research Core Scientists

a. Research Core Scientist II

Typical Duties & Responsibilities:

- Execute a range of scientific research activities in a core facility including planning and conducting experiments, recording, and analyzing data, and provide training to researchers.
- Participate in experiments/collect data to meet project objectives. Serve as a resource for experimental design and use of equipment facilities; advise and make recommendations to develop and execute scientific research. Analyze data and review identifiable factors to meet research goals.
- Provide training to researchers to advance knowledge of the equipment, instruments, methods, systems, and lab-specific safety protocols and best practices.
- Collaborate with staff and make recommendations to develop processes and facility workflows. Assist with the preparation of training manuals including standard operating procedures and related documents.
- Assist with evaluation, installation, and maintenance and monitoring of state-of-the-art equipment and research instrumentation.
- Assist with monitoring of laboratory safety compliance and ensure compliance with University policies, procedures, and applicable legal rules and regulations.

Bachelor's degree in a scientific or engineering discipline and at least one year of relevant work experience; or a minimum of five years of relevant work experience or equivalent combination of education and experience.

~~b.~~ Research Core Scientist III

Typical Duties & Responsibilities:

- Independently execute a range of complex scientific research activities in a core facility including planning and optimizing research, designing analysis algorithms, and providing training to researchers.
- Represent core on scientific research projects. Investigate the feasibility of applying a wide variety of scientific principles and concepts to meet objectives and solve complex problems. Serve as a resource for experimental design and use of equipment facilities; advise and make recommendations to develop and execute complex scientific research. Analyze data and review identifiable factors to meet research goals.
- Provide training to researchers to advance knowledge of the equipment, instruments, methods, systems, and lab-specific safety protocols and best practices; serve as technical liaison.
- Write and co-author scientific papers and other publications.
- Coordinate with staff and make recommendations to develop processes and facility workflows. Assist with the preparation of training manuals including standard operating procedures and related documents.
- Evaluate, install, maintain, and monitor state-of-the-art equipment and research instrumentation.
- Assist with monitoring of laboratory safety compliance and ensure compliance with University policies, procedures, and applicable legal rules and regulations.

Bachelor's degree in a scientific or engineering discipline and at least two years of relevant work experience; OR a minimum of seven years of relevant work experience or equivalent combination of education and experience

~~c.~~ Research Core Scientist IV

Typical Duties & Responsibilities:

- Lead and execute a range of scientific research in a core facility environment including planning and optimizing research, designing analysis algorithms, and providing training to researchers.
- Represent core on scientific research projects and may lead complex projects. Investigate the feasibility of applying a wide variety of scientific principles and concepts to meet objectives and solve complex problems.
- Collaborate with researchers to advise, counsel, and make recommendations on the best experimental approaches. Provide guidance

on experimental design, data collection and/or analyses; analyze and evaluate identifiable factors to meet research goals.

- Provide training to researchers to advance knowledge of the equipment, instruments, methods, systems, and lab-specific safety protocols and best practices; serve as technical liaison.
- Write and co-author scientific papers and other publications.
- Collaborate with staff and make recommendations to develop processes and facility workflows. Prepare training manuals including standard operating procedures and related documents.
- Evaluate, install, maintain, and monitor of state-of-the-art equipment and research instrumentation. Manage service contracts. Coordinate with vendors as needed.
- Manage administrative activities, processes, and workflows. Collaborate with various departments and serve as a consultant.
- Assist with monitoring of laboratory safety compliance and ensure compliance with University policies, procedures, and applicable legal rules and regulations

Bachelor's degree in a scientific or engineering discipline and at least five years relevant of work experience; or a minimum of nine years of relevant work experience or equivalent combination of education and experience

d. Research Core Scientist V

Typical Duties & Responsibilities:

- Manage and execute a range of complex scientific research in a core facility environment including planning and optimizing research, designing analysis algorithms, and providing training to researchers, faculty, and staff.
- Serve in a lead role and represent core on complex projects. Investigate the feasibility of applying a wide variety of scientific principles and concepts to meet objectives.
- Collaborate with students, researchers, and faculty to advise, counsel, and make recommendations on the best experimental approaches relative to the nature of the research. Including serving as a subject matter expert to guide experimental design, use of equipment/facilities, and research data collection.
- Provide guidance with respect to data collection and/or analyses; analyze and evaluate identifiable factors to meet research goals.

- Provide training to researchers to advance knowledge of the equipment, instruments, methods, systems, and lab-specific safety protocols and best practices; serve as a technical lead.
- Write and co-author scientific papers and other publications. Participate in proposal development and may be eligible for Principal Investigator rights.
- Oversee preparation of training manuals including standard operating procedures and related documents.
- Evaluate state-of-the-art equipment and research instrumentation and oversee their installation and maintenance.
- Collaborate with various departments and serve as a consultant. Oversee administrative activities, processes, and facility workflows.
- Monitor laboratory safety compliance and ensure compliance with University policies, procedures, and applicable legal rules and regulations.

PhD in a related scientific discipline. Minimum of eight years' relevant work experience.

5. Technical Engineering Staff

[The parties agree that the following list of positions and responsibilities is incomplete. The Union reserves the right to propose new adjustments to these classifications as their nature becomes clearer over the course of bargaining.]

The University intends to make modifications to these positions as well.

a. Engineer (Grade 56)

Typical Duties & Responsibilities:

- Responsible for static, dynamic design and analysis of mechanical systems, equipment and packages;
- Designs scientific apparatus;
- Oversees final assembly, testing, optimization and installation of system;
- Investigates and evaluates current measurements, control techniques and existing technology;
- Provides technical and field support for own designs;

Bachelor's degree required (engineering degree preferred) with 3+ years of relevant experience.

b. **Mechanical Engineer (Grade 57)**

Typical Duties & Responsibilities:

- Manages research, development and prototyping of mechanical devices;
- Provides technical expertise for patent process;

- Writes business plans for instruments;

Bachelor's degree required (engineering degree preferred) with 5+ years of relevant experience.

c. Engineer (Grade 58)

d. Engineer (Grade 59)

Typical Duties & Responsibilities:

- Engineers the planning, design, operation, repair and maintenance of the university's utility infrastructure;
- Responsible for utility distributions systems to ensure system capability, reliability, and safety measures;
- Engineers and oversees the installation and relocation of underground utility infrastructures with minimum impact to the university's community;
- Monitors trends that impact local utility rates and assists in the University's utility metering, accounting and billing activities;
- Performs utility rate analysis, evaluates the cost impact and develops cost control opportunities;
- Communicates with governmental agencies to ensure that the University's interests are served.

Bachelor's degree in Engineering with 8+ years of relevant experience • Professional Registration required.

e. Engineer (Grade 60)