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ARTICLE XX.
TITLES & CLASSIFICATIONS

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. a. From time to time, the University, in its discretion, may seek to create a new classification covered by this Agreement. Such creation of unit classification(s) will be shared and reviewed with HAW with reasonable time to bargain any working conditions not already set by this Agreement prior to their implementation.

   b. The University may also decide in its discretion to vacate a classification covered by this Agreement. In such cases, the classification will remain listed in the Agreement pending bargaining of a subsequent Agreement.

   Further, if a current employee occupies the classification that is being vacated, the University will adhere to the layoff provisions of this Agreement.

   c. While the University will not modify the classifications listed in this Article for the life of the Agreement, the parties recognize that an individual Employee's official job description may be modified from time to time to reflect adjustments in responsibilities, new equipment, and other technological changes, subject to the provisions of this Agreement.

4. For Implementation see Implementation Appendix.

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 (15) business days.

3. When an Employee's position is under consideration for reclassification, 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's 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.

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

1. Lecturer - Course Head [Lecturer CH] I, II, and III (FAS/SEAS/HMS only).

    1. Lecturer CH I, II, and III are non-tenure-track faculty positions that are held by individuals who serve as course heads or as classroom or lab instructors who have

significant independent discretion over course content, lesson and/or lab design; assessment design, lesson delivery; and/or evaluation of students.~~;~~

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

Nothing shall preclude a Lecturer CH from accepting an additional position in another department or degree program besides their primary appointment. There must be curricular need and budgetary approval for the position, but budgetary approval shall not discriminate between Lecturer CH I, II, or III appointments (e.g. an existing Lecturer CH III position cannot be eliminated for budgetary reasons while being replaced with a new Lecturer I position teaching the same courses).

2. An appointment as a Lecturer CH I is for a term of three (3) years. There are no further reappointments as a Lecturer CH 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 Lecturer CH II conditional on curricular need and budgetary approval.

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

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

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

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

2. Lecturer - Section Leader [Lecturer SL] I, II and III (FAS/SEAS only)

a. Lecturer SL 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. Lecturers SL are ordinarily required to have a Masters degree but are not required to have a doctorate and do not ordinarily serve as course heads. Departments or programs may request at any time, with the consent of the Employee, that a Lecturer SL be reclassified as Lecturer CH in order to take on regular course head duties. The Department shall also indicate in the request the duration of such a reclassification. Such requests will be approved or denied at the exclusive discretion of the Dean.

c. An appointment as a Lecturer SL I is for a term of three years. There are no further reappointments as a Lecturer SL 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 a Lecturer SL II conditional on curricular need and budgetary approval. Lecturer SL II positions carry a term of five (5) years. If the Lecturer SL I is not promoted to Lecturer SL II, then their appointment will expire at the end of their term.

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

e. Once the Employee is promoted to Lecturer SL III, there shall be no limits on the number of Lecturer SL 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 or course head eligibility should be appointed as Lecturer CH I/II/III, Annual Lecturer CH, College Fellow, or Benjamin Peirce Fellow.

3. Annual Lecturer - Course Head / Section Leader [CH/SL] (FAS, SEAS, and HMS only)

Annual Lecturer - Course Head (CH) 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, who serve as course heads or who have significant independent discretion over

course content; lesson and/or lab design; assessment design; lesson delivery; and evaluation of students. 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.

Annual Lecturer - Section Leader (SL) is a position 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.

An Annual Lecturer CH and Annual Lecturer SL can only be appointed for up to three academic years, on either a full- or part-time basis. If the Corporation 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 Lecturer I or II.

This three-year cap does not apply to Employees who hold other positions at Harvard University.

4. Annual Lecturer- Course Contributor [CC] (HMS only)

Annual Lecturer – Course Contributor (CC) is a non-tenure-track faculty title held by individuals who provide didactic teaching in credit-bearing courses but do not carry the full responsibilities of a Lecturer - Course Head or Lecturer - Section Leader. Annual Lecturer CC appointments are typically at 50% effort or less.

Annual Lecturer – CC appointees will ordinarily hold a doctorate or equivalent terminal degree by the time the appointment begins, with exceptions as appropriate based on field-specific norms. Every Annual Lecturer – CC appointment must be based in a department or degree program.

An Annual Lecturer–CC may also serve as a Course Contributor in another department or degree program, subject to curricular need~~,~~ and budgetary approval.

All Annual Lecturer–CC effort is recorded as FTE on a pro-rata basis.

An Annual Lecturer- CC can only receive an annual appointment for one year at a time.

5. 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. However, the teaching assignment will otherwise be 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 with appropriate compensation as the Agreement may provide. In such situations, there is no "dependent" relationship between the staff and instructional positions except inasmuch as the staff position allows for renewability of the instructional position; the Employee may be laid off or dismissed from either position, subject to the provisions of this Agreement. Unless both positions are terminated concurrently under these provisions, the conclusion of one position will not affect the other.

6. 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, there is continuing curricular need for teaching performed by a College Fellow, and subject to budgetary and decanal approval of a career track Lecturer CH position, they shall be eligible for reappointment as Lecturer CH I or II, conditional on successful review.

7. 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.

8. 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.

9. 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.

   The five-year cap does not apply to Employees who hold other positions at Harvard University. If at the end of an Associate Senior Lecturer's term, there is continuing curricular need for teaching performed by an Associate Senior Lecturer, and subject to budgetary and decanal approval of a career track Lecturer position, they shall be eligible for review and reappointment as Lecturer III.

10. 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 fewer than five (5) guest lectures in a semester course otherwise assigned to another faculty member is not part of the bargaining unit.

11. Instructor, Adjunct. (HDS only)

    Appointments to the rank of instructor (adjunct) are short-term, non-tenure-track course head teaching appointments that are usually part-time. 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. Employees who have been reappointed twice to this position with anticipated teaching in more than one term (including summer) in the subsequent year shall be offered one (1)-year appointments. Appointees are expected to be either advanced doctoral students or holders of a master's degree in the relevant discipline~~.~~, with exceptions, as appropriate, based on field-specific norms.

12. Lecturer, Adjunct (HDS only)

    Appointments to the rank of lecturer (adjunct) are short-term, non-tenure-track course head teaching appointments that are usually part-time. 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. Employees who have been reappointed twice to this position with anticipated teaching in more than one term (including summer) in the subsequent year shall be offered one (1)-year appointments. Qualifications for appointment ordinarily include a PhD or equivalent terminal degree in the field, with exceptions, as appropriate, based on field-specific norms.

13. 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.

14. 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.

15. 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.

16. Curriculum and Pedagogy Manager (non-supervisory)

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 or on the number of appointments**.**

17. Academic Director

Academic Directors teach University students for academic credit ~~courses~~ or conduct research, and they also collaborate with faculty in the administration of instructional programs in the University. Responsibilities must include teaching or research and may also include, broadly:

- Development of course materials, degree programs, and certificate programs;
- Advising students in degree or certificate programs;
- Mentoring non-tenure-track faculty and graduate Teaching Fellows;
- Serving as a consultant in assignment, assessment, or overall course design and implementation;
- Consultation in design and implementation of academic policy;
- Service on administrative committees.

Employees in this classification have expertise (usually demonstrated by a PhD or equivalent terminal degree) in a subject area relevant to the program or department in which they serve. Employees in this classification may carry an additional business title appropriate to their role in their department or program (e.g., Assistant/Associate Director of Undergraduate Studies) and they will usually also carry a Lecturer appointment in conjunction with this administrative role.

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 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 ordinarily full-time, except by

mutual agreement between University and Employee, and made for a minimum of 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.

4. 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.

5. 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 a minimum of 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.

8. 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 Researcher, 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.

9. 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.

10. 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.

11. 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 ~~and the Society of 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 (all Schools)

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

Suggested Business Title: Staff Engineer
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

Suggested Business Title: Senior Engineer
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

Suggested Business Title: Principal Engineer
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

Suggested Business Title: Senior Principal Engineer
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

Suggested Business Title: Staff Scientist
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

Suggested Business Title: Senior Scientist
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

Suggested Business Title: Principal Scientist
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

Suggested Business Title: Senior Principal Scientist
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. Lab Research Engineers

a. Research Engineer II

Typical Core Duties and Responsibilities

- Working under the guidance of faculty and senior research staff, the Research Engineer I contributes to the design, execution, and maintenance of research activities by applying engineering principles to experimental systems, instrumentation, and laboratory operations.
- Collaborate with faculty, research staff, students, University partners, and external collaborators from industry, government, clinical organizations, and other academic institutions to support research objectives and shared project goals.
- May work with colleagues to move technologies toward commercialization
- Execute tasks using established experimental protocols, engineering procedures, and standard operating procedures while contributing recommendations for improvements or modifications.
- Design, assemble, test, operate, and troubleshoot prototypes, instrumentation, software, or experimental systems under the guidance of experienced researchers.
- Support the development, modification, and optimization of research tools, devices, software, workflows, and experimental methods.
- Collect, organize, analyze, and document experimental data; prepare technical summaries, reports, and visualizations.
- Maintain accurate laboratory records, engineering documentation, equipment logs, and technical documentation.
- Provide routine technical guidance to laboratory users on proper operation of equipment and laboratory procedures.
- Assist with preparation of technical documentation, standard operating procedures, user guides, and laboratory resources.
- Assist with laboratory operations, including equipment inventory, procurement of supplies, organization of laboratory spaces, and coordination of routine maintenance.
- Assist with evaluation, installation, calibration, maintenance, and repair of specialized laboratory equipment and instrumentation.
- Stay current with emerging engineering technologies, laboratory methods, and research tools relevant to assigned projects.
- Follow laboratory safety practices and assist with maintaining compliance with University policies, environmental health and safety requirements, and applicable regulations.
- Perform other duties as assigned.

Basic Qualifications

- Bachelor's or advanced degree in Engineering or a closely related technical field.
- One year of engineering work experience or relevant laboratory research, internship, cooperative education, capstone project, makerspace experience, or equivalent hands-on technical experience.
- 5+ years of experience performing engineering-related duties may substitute for an academic degree.

b. Research Engineer III

Typical Core Duties and Responsibilities

The Research Engineer III independently applies engineering principles and technical expertise to support and advance laboratory research programs. This position is responsible for independently executing complex engineering assignments, developing technical solutions, and contributing to the design and optimization of research systems, instrumentation, and methods.

- Collaborate with faculty, research staff, students, University partners, and external collaborators from industry, government, clinical organizations, and other academic institutions to support research objectives and shared project goals.
- May work with colleagues to move technologies toward commercialization
- Independently design, develop, assemble, test, and troubleshoot research systems, instrumentation, prototypes, software, or engineering solutions.
- Develop, modify, and optimize experimental methods, workflows, and technical processes.
- Analyze research data and interpret results to inform engineering decisions and project direction.
- Identify technical challenges and independently develop recommendations and solutions.
- Evaluate and recommend equipment, technologies, and approaches to support research objectives.
- Develop and maintain engineering documentation, technical reports, procedures, and specifications.
- Lead implementation of technical improvements within laboratory systems and processes.
- Provide technical guidance and training to students, researchers, and less experienced engineers.
- Collaborate with internal and external partners to coordinate technical activities and advance shared research goals.
- Contribute technical expertise to research publications, presentations, proposals, or technology translation activities as appropriate.
- Support laboratory safety, compliance, and operational practices.
- Perform other duties as assigned.

Basic Qualifications

- Bachelor's or advanced degree in Engineering or related technical field.
- 3+ years of relevant engineering, research, or technical experience, or equivalent combination of education and experience.
- 8+ years of experience performing engineering-related duties may substitute for an academic degree.

c. Senior Research Engineer

Typical Core Duties and Responsibilities

- The Research Engineer II independently applies engineering principles and technical expertise to support and advance laboratory research programs. This position is responsible for independently executing complex engineering assignments, developing technical solutions, and contributing to the design and optimization of research systems, instrumentation, and methods.
- Collaborate with faculty, research staff, students, University partners, and external collaborators from industry, government, clinical organizations, and other academic institutions to support research objectives and shared project goals.
- May work with colleagues to move technologies toward commercialization
- Lead engineering design, development, integration, and implementation of complex research systems and technologies.
- Develop innovative solutions to novel research challenges requiring advanced engineering judgment.
- Establish technical approaches, standards, and best practices for research engineering activities.
- Lead development of advanced instrumentation, computational tools, prototypes, experimental systems, or research platforms.
- Evaluate emerging technologies and recommend strategic implementation opportunities.
- Provide technical leadership in multidisciplinary collaborations involving internal and external partners.
- Mentor engineers, students, researchers, and other technical staff through knowledge sharing and technical guidance. May supervise interns.
- Contribute engineering expertise to grant proposals, publications, patents, presentations, and technology translation activities.
- Serve as a technical advisor to faculty and research teams.
- Promote safe, effective, and sustainable laboratory engineering practices.
- Perform other duties as assigned.

Basic Qualifications

- Bachelor's or advanced degree in Engineering or related technical field.
- 7+ years of relevant engineering, research, or technical experience, or equivalent combination of education and experience.
- 11+ years of experience performing engineering-related duties may substitute for an academic degree.

d. Principal Research Engineer

Typical Core Duties and Responsibilities

- The Senior Research Engineer provides advanced engineering expertise and technical leadership in support of complex and innovative research programs. This position

independently defines technical approaches, develops novel engineering solutions, and leads significant engineering efforts that advance laboratory capabilities and research objectives.

- Collaborate with faculty, research staff, students, University partners, and external collaborators from industry, government, clinical organizations, and other academic institutions to support research objectives and shared project goals.
- May work with colleagues to move technologies toward commercialization
- Establish engineering strategies and long-term technical approaches that enable major research initiatives.
- Conceive, design, and implement novel engineering platforms, systems, and methodologies.
- Lead the most complex and high-impact engineering challenges within research programs.
- Serve as a trusted technical advisor to faculty, research leadership, and collaborators.
- Influence investment decisions related to engineering infrastructure, technology development, and research capabilities.
- Develop strategic collaborations with industry, government, academic institutions, and other external partners.
- Provide technical mentorship and guidance to senior engineers and research teams. May supervise interns.
- Represent research programs through professional organizations, conferences, technical forums, and external collaborations.
- Make significant contributions to publications, patents, proposals, and technology translation efforts.
- May serve as a co-PI on sponsored research programs.
- Establish engineering standards and practices adopted beyond individual projects.
- Perform other duties as assigned.

Basic Qualifications

- Bachelor's or advanced degree in Engineering or related technical field.
- 12+ years of relevant engineering, research, or technical experience, or equivalent combination of education and experience.
- 16+ years of experience performing engineering-related duties may substitute for an academic degree.

NOTE: A SUMMARY GRID WILL BE ADDED AT THE END OF THIS ARTICLE SIMPLY INDICATING JOB CODE, TITLE OF CLASSIFICATION, EMPLOYMENT CLASS AND SCHOOL(S) IN WHICH THE CLASSIFICATION RESIDES.