CLASSIFICATION AND EMPLOYMENT STATUS B005

10/01/2007

PURPOSE

To provide information regarding the Research employee classification and employment status.

DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Exempt</td>
<td>Positions which are exempt from the minimum wage, overtime, and timekeeping requirements of the Fair Labor Standards Act.</td>
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<tr>
<td>Non-Exempt</td>
<td>Positions subject to at least the minimum wage, overtime, and timekeeping requirements of the Fair Labor Standards Act.</td>
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<tr>
<td>Fair Labor Standards Act</td>
<td>Federal regulations governing employee wages and hours of work.</td>
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POLICY

Research employees of the University are considered to be exempt employees under the Fair Labor Standards Act. Individuals in this classification are so classified because of an advanced level of education, training, and achievement.

The Research classification has two tracks of appointment, each containing specific requirements and job titles.

CLASSIFICATION

The following Tracks I and II appointments are a sequence of five broad positions targeted for advanced technical or scientific staff who are required for the support of research activities at the University. These positions constitute the normal research classification progression at the University of Miami. Advanced education, professional achievement, and/or experience are the basis for an appointment to a higher level position.

Track I and II appointments are characterized as:

- Appointments approved by the Provost/designee upon recommendation of the respective department chair and dean.
- Appointments with benefits defined for the Research position.
- Appointees who may consult in accordance with University policy (see Consulting Activities Policy B065).
- Appointments normally supported by extramural funding.
- Professional achievement may be recognized by participation on University committees and in other University activities.
TRACK I

A. RESEARCH ASSOCIATE I, II, III

The Research Associate is the entry level Research professional position. Appointees will support research activities at the University. The Research Associate will understand and interpret research protocols and procedures. The Research Associate will work under the direction of a principal investigator or program director or designee of the principal investigator or program director such as a Senior Research Associate or above. Appointees at Level II work under general supervision and are expected to use some creativity and latitude in performing research tasks. Appointees at Level III are expected to use a wide degree of creativity and latitude in performing research tasks. Promotion to higher levels is not automatic as a result of longevity in position.

Rather, promotion requires increased duties and responsibilities, a recommendation by the appointing academic department, and approval by the appropriate Offices of Faculty and Professional Affairs and Human Resources. Appointees will contribute to basic and applied research activities, participate in the publication of significant results, and advance their expertise through education, training and/or research experience. Appointees are not expected to write extramural proposals nor independently to gain such support but Level III appointees are expected to demonstrate tangible contributions to these responsibilities. Appointees at Level III may have supervisory responsibilities.

a. Research Associate I
   Bachelor degree

b. Research Associate II
   Bachelor degree and at least 2-5 years of relevant work related experience

c. Research Associate III
   Bachelor degree and at least 5+ years of relevant work related experience including evidence of research accomplishments leading to the dissemination of new information (i.e. publications, presentations, etc.)

B. SENIOR RESEARCH ASSOCIATE I, II, III

The Senior Research Associate is the second level Research professional position in Track I. Appointees will support research activities at the University and work under the direction of a principal investigator or program director or designee of the principal investigator or program director such as Assistant Scientist or above. Appointees may be required to supervise Research employees. Appointees at Level I work under direct supervision but are expected to carry out research tasks with some creativity and latitude as assigned. Appointees at Level II are expected to perform research duties with creativity and latitude. Appointees at Level III are expected to carry out research duties and to supervise others with creativity and latitude.

Promotion to higher levels is not automatic as a result of longevity in position. Rather, promotion requires increased duties and responsibilities, a recommendation by the appointing academic department, and approval by the appropriate Offices of Faculty and Professional Affairs and Human Resources. Appointees will contribute to basic and applied research activities and may play a lead role, including authorship of scientific monographs, and advance their expertise through education, training and/or research experience. Appointees at the I or II level are not expected to write extramural proposals nor to independently gain such support, but may do so with approval by the principal investigator/ program director and the dean/designee. Appointees at the III level may be expected to
contribute to extramural proposals, publications and presentations relevant to the specific area of research. Appointees at all levels may have supervisory responsibilities.

a. **Senior Research Associate I**
   Master degree and some research experience gained during education/training or in employment in a research position.

b. **Senior Research Associate II**
   Master degree and at least 1-3 years relevant work related experience with evidence of tangible contributions to the dissemination of new research information.

c. **Senior Research Associate III**
   Master degree and at least 3-5 years of relevant work related experience including significant evidence of research productivity such as publications, presentations or a tangible contributory role in grants. Supervisory experience required if supervisory responsibilities are involved.

C. **ASSISTANT SCIENTIST**

The Assistant Scientist is the third level Research position in Track I. Appointees will support research activities at the University and work under the direction of a principal investigator or program director. Appointees will contribute to basic and applied research activities and may play a lead role, including authorship of scientific publications, technical and agency reports, or patent preparation. Appointees are expected to publish in refereed journals in collaboration with the principal investigator or program director, or independently within the scope of his/her responsibilities in the programs of the principal investigator or program director. Appointees are not expected to write and submit independent extramural proposals or to independently gain such support, but may do so with approval by the principal investigator/program director and the Dean/designee.

Ph.D., M.D., or other appropriate terminal degree and one year of relevant post-doctoral experience.

D. **ASSOCIATE SCIENTIST**

The Associate Scientist is the fourth level Research position. Appointees are expected to have achieved national recognition in their field as evidenced by publications in quality journals and presentations at national meetings. Appointees will support research activities at the University and may work under the direction of a principal investigator or program director. Appointees may be required to supervise Research employees and/or nonexempt staff. Appointees will play a leadership role in basic and applied research activities, including authorship of scientific publications, technical and agency reports, or in patent preparation. Appointees are not expected to independently write extramural proposals or to independently gain such support, but may do so with approval by the principal investigator/program director and the dean/designee.

Ph.D., M.D., or other appropriate terminal degree and a minimum of five years of relevant post-doctoral research experience.

E. **SCIENTIST**

The Scientist is the fifth and highest level Research position. Appointees are expected to have national recognition in their field as evidenced by publications in quality journals with some evidence of leadership as denoted by the first or lead authorship in some of these publications. Appointees are also expected to have presented research accomplishments at national meetings. Appointees will support research activities at the University and may work
under the direction of a principal investigator or program director. Appointees may be required to supervise Research employees and/or nonexempt staff. Appointees will play a leadership role in basic and applied research activities and are expected to author, scientific publications, technical and agency reports, or patent applications independently or in collaborations. Appointees may assist in the development of research staff training. Appointees are not expected to write extramural proposals nor to independently gain such support, but may do so with approval by the principal investigator/program director and the dean/designee.

Ph.D., M.D., or other appropriate terminal degree and at least 10 years of relevant post doctoral experience.

**TRACK II**

There is no research classification progression in Track II. The appointments are terminal and non-degree seeking.

Track II appointments are exempt from University recruitment/advertising procedures and are characterized as:

- Appointments for a limited duration (three years maximum).
- Appointments approved by the Provost/designee upon recommendation of the respective department chair and dean.
- Appointments with benefits defined for the Research position.
- Appointees who may consult in accordance with University policy (see Consulting Activities Policy B065).
- Appointments normally supported by extramural funding.

**TRACK II**

A. VISITING RESEARCHER

The Visiting Researcher position is a limited duration appointment in the research classification for visiting scholars who are pursuing cooperative research or research training with a member of the University faculty. Appointees must possess a Master's degree or equivalent in their specialty. Appointees will support research activities at the University and work under the supervision of a member of the University faculty. This interaction may lead to the advancement of knowledge and be documented by scientific publications.

B. POST-DOCTORAL ASSOCIATE

The Post-Doctoral Associate position is a limited duration appointment in the research classification for visiting scholars who are pursuing cooperative research or research training with a member of the University faculty. Appointees must possess a doctoral degree or equivalent in their specialty. Appointees will support research activities at the University and work under the supervision of a member of the University faculty. This interaction may lead to the advancement of knowledge and be documented by scientific publications.

C. VISITING SCIENTIST

The Visiting Scientist position is a limited duration appointment in the research classification for visiting scholars who are pursuing cooperative research or research training with a member of the University faculty. Appointees must possess a doctoral degree or equivalent in their specialty and have a minimum of five years of experience in their field. Appointees will support research activities at the University and work in collaboration with a member of the University faculty. This interaction may lead to the advancement of knowledge and be documented by scientific publications.
EMPLOYMENT STATUS

Employment status refers to the condition under which a Research employee may be employed.

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<tr>
<th>Employment Status</th>
<th>Description</th>
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<tr>
<td><strong>Regular Full-Time</strong></td>
<td>Employment for 100 percent time on a continuing basis for nine months or more each year, without a definite date of termination. Full benefits apply; however, Research employees hired for an employment period of less than one year do not accrue vacation time.</td>
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<tr>
<td><strong>Regular Part-Time (50 percent or more time)</strong></td>
<td>Employment for less than 100 percent, but at least 50 percent time on a continuing basis. Partial benefits apply.</td>
</tr>
<tr>
<td><strong>Regular Part-Time (less than 50 percent time)</strong></td>
<td>Employment for less than 50 percent time on a continuing basis. Benefits do not apply.</td>
</tr>
<tr>
<td><strong>Temporary Full-Time</strong></td>
<td>Employment for 100 percent time with a definite date of termination not to exceed 91 calendar days from date of hire. Benefits do not apply.</td>
</tr>
<tr>
<td><strong>Temporary Part-Time</strong></td>
<td>Employment for less than 100 percent time with a definite date of termination not to exceed 91 calendar days from date of hire. Benefits do not apply.</td>
</tr>
<tr>
<td><strong>Working Retiree</strong></td>
<td>Employment of a University retiree for less than 51 percent time. Partial benefits apply. Retirement benefits will be affected for employment greater than 1000 hours per fiscal year for a working retiree under 70 years of age.</td>
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PROCEDURE

To establish a position outlined in this policy, refer to Establishing a Research Position, Policy B015.

To change the classification or employment status of an existing position, refer to Reclassification, Policy B025.