ESTABLISHING A RESEARCH POSITION B015

01/01/2007

PURPOSE

To provide guidelines for establishing a Research position.

POLICY

The supervisor is responsible for determining the level and title of position required for the type of work expected to be performed, using the position description provided in Classification and Employment Status, Policy B005.

PROCEDURE

A position is established through the Position Requisition (see Recruitment, Selection and Placement, Policy B030).

The position description must contain:

- Position Title
- Division/Department
- Basic educational and experience requirements as defined in Classification and Employment Status, Policy B005.
- Specific essential duties and responsibilities, including the physical and mental demands.
- Description and frequency of exposure to health and accident hazards/risks.

A copy of the position description is to be given to the Research employee upon employment.