

SAMPLE POSITION DESCRIPTION – PROFESSIONAL RESEARCH SERIES
All ranks (Assistant, Associate, Full) Professional Research

Resources:

- APM 310: <https://www.ucop.edu/academic-personnel-programs/files/apm/apm-310.pdf>
- Academic Researcher (RA Unit) Collective Bargaining Agreement: <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ra/contract.html>

The following template should be used to create job announcements and position descriptions for the recruitment (including search waivers/exempt hires), appointment, and subsequent reviews. The position description should be reviewed and updated as needed, particularly at the time of a promotion.

Note: The position description should focus on a description of the position, including criteria for appointment (e.g., years of experience, degree requirement), duties, responsibilities, expectations and criteria for productivity. It should NOT include the qualifications of a specific candidate. See Article 21, D. 3, for evaluation criteria, which should be used in the development of the position description:

https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ra/docs/ra_2019-2022_21_professional-research-series.pdf

**TEMPLATE POSITION DESCRIPTION
(INSERT RANK) PROFESSIONAL RESEARCHER
DEPARTMENT OF (_____)**

NATURE AND PURPOSE

(The following general statement describes the role of a Professional Researcher and should be included in all position descriptions.)

The Professional Researcher shall develop and oversee their own independent research program with research qualifications and accomplishments, and professional competence and activity, equivalent to that required for the Professor series. A candidate for a title in this series must have earned a doctorate or its equivalent. The Professional Researcher takes major responsibility and leadership for their programs. Generally, the appointee is expected to secure funding as a Principal Investigator but may be funded as a co-PI within a large center or collaborative program grant on which many independent investigators are working, as long as it is clear that the activities led by the professional researcher within the larger project constitute his/her own independent research program. Appointees do not have teaching responsibilities.

MAJOR RESPONSIBILITIES

(Specific responsibilities associated with the particular appointment and subject matter area should be developed using the following list of general responsibilities associated with the Professional Researcher position. A sample statement is included under each general responsibility.)

I. RESEARCH (%)

This candidate is required to develop an independent research program on *(include a general description of the specific area of emphasis)*. The candidate will be expected to *(generate a list of the most important aspects of the research, such as)*:

1. Devise and conduct studies designed to determine
 - A.
 - B.
 - C.
2. Collect, summarize and analyze data
3. Publish research results in peer-reviewed journals as senior author
4. Prepare reports on research findings
5. Acquire funding to support an independent research program

Other research duties may include:

1. Manage the budget and the project according to sound management

principles

2. Supervise employees paid on the budget
3. Write and submit progress reports to funding agencies
4. Train, consult with, and advise graduate students and post-doctoral researchers with regard to experimental design and data analysis of studies conducted in his or her area of expertise

II. PROFESSIONAL COMPETENCE AND ACTIVITY (%)

The candidate will participate in professional societies and conferences appropriate to his/her specific field and will serve as a reviewer of research proposals and scientific publications as appropriate. The candidate will attend seminars to present research results and give research presentations at national and international scientific meetings. When appropriate, the candidate may be requested to coordinate seminars and laboratory meetings. Professional activities should provide evidence of achievement and leadership in the field and of demonstrated progressiveness in new approaches.

III. UNIVERSITY AND PUBLIC SERVICE (%)

University and Public Service is not required for the Assistant rank. University and Public Service is required for the Associate and Full Title ranks. The candidate will engage in University service activities such as service on research review boards, study panels, grant agency review panels and professional societies, as well as organizing research conferences. Other opportunities may/should include guest lectures and committee service. Appointees in this series who teach must hold concurrently an appropriate faculty title, following campus review procedures for such appointment. * The candidate will also engage in public outreach activities that include presenting scientific research results to the general public and providing relevant advice to individuals or public agencies.

Supervisor's Signature

Date

Employee's Signature

Date

*Note: Per APM 600-80 a. (3) (c), a fiscal-year appointee who is appointed to teach on a temporary basis will be paid at the fiscal-year rate for research and the academic-year rate for the faculty appointment. If the two appointments will result in employment greater than 100 percent time during the teaching appointment pay period, the research appointment will be temporarily reduced during the pay period to yield a 100 percent time appointment. The teaching appointment will be paid according to the appropriate academic-year pay schedule.