

Job Category Summary

- ❖ This job category includes staff titles for research appointments which are similar to faculty appointments in their requirements. As rank progresses, work examples exhibit increasing levels of independent work, supervisory responsibility, and management span-of-control. Likewise, research accomplishments mirror the expectations the department has for tenure-track faculty progressing through the ranks.
- ❖ Research Scientist and Research Professor titles are somewhat interchangeable, but professor titles may be preferred in disciplines where the scientist title is not customary. Professor titles may also be preferred when the job duties include some type of instructional activity.
- ❖ Appointments may be for 9 or 12 months, and include vacation as well as sick leave accrual.
- ❖ These classifications are exempt from FLSA overtime rules.
- ❖ Evaluations and raises must be done in accordance with UNT staff policies, regardless of the source of funding for the position.
- ❖ These positions are non-classified and ORP-eligible, and fall under the guidelines of applicable UNT staff policies.

1339 – POSTDOCTORAL RESEARCH ASSOCIATE

Requires education and experience similar to an assistant professor in the department, usually an individual having just received the appropriate terminal or professional degree, with less than five years of relevant work experience including graduate level research experience or evidence of the ability to conduct research and publish or present results.

Examples of Work

(Examples are intended only as illustrations of the various types of work that might be performed and can serve as a framework for selecting an appropriate title for a new position. Specific job assignments are determined as appropriate by the situation and the discipline.)

- ❖ Conduct research, independently or collaboratively, under the direct supervision of a faculty member or more senior research staff person.
- ❖ Gather data, keep research notes, code data, and perform preliminary analysis.
- ❖ Use appropriate software and techniques for statistical analysis.
- ❖ Create or assist in creation of survey or evaluation instruments, as appropriate to the project.
- ❖ Assist in designing case studies or focus groups; conduct interviews for focus groups.
- ❖ Maintain supplies by working with purchasing staff.
- ❖ Maintain equipment in operating condition by working with departmental technicians or contacting appropriate service technicians (in accord with UNT procedures).
- ❖ Mentor or supervise undergraduate students.
- ❖ Assist a Principal Investigator with preparation of grant proposals (e.g. literature review, gathering of preliminary data, preparation of figures/graphics, fact checking, writing, etc.).
- ❖ Prepare, edit, and present research outcomes in the form of technical reports to clients, refereed publications, and conference presentations.
- ❖ Occasionally teach a course or lab or present a guest lecture.

1311 - RESEARCH SCIENTIST I

Requires education and experience equivalent to or greater than an instructor on the faculty, usually an individual with a Master's degree with less than 5 years of relevant experience including research experience comparable to instructors or evidence of the ability to conduct research and publish or present results.

Examples of Work

(Examples are intended only as illustrations of the various types of work that might be performed and can serve as a framework for selecting an appropriate title for a new position. Specific job assignments are determined as appropriate by the situation and the discipline.)

- ❖ Conduct research, independently or collaboratively, under the direct supervision of a faculty member or more senior research staff person.
- ❖ Gather data, keep research notes, code data, and perform preliminary analysis.
- ❖ Use appropriate software and techniques for statistical analysis.
- ❖ Create or assist in creation of survey or evaluation instruments, as appropriate to the project.
- ❖ Assist in designing case studies or focus groups; conduct interviews for focus groups.
- ❖ Maintain supplies by working with purchasing staff or having limited purchasing authority.
- ❖ Maintain equipment in operating condition by working with departmental technicians or contacting appropriate service technicians (in accord with UNT procedures).
- ❖ Mentor or supervise undergraduate students.
- ❖ Assist a Principal Investigator with preparation of grant proposals (e.g. literature review, gathering of preliminary data, preparation of figures/graphics, fact checking, writing, etc.).
- ❖ Prepare, edit, and present research outcomes in the form of technical reports to clients, refereed publications, and conference presentations.
- ❖ Occasionally teach a course or lab or present a guest lecture.

1312 - RESEARCH SCIENTIST II

1320 – RESEARCH ASSISTANT PROFESSOR

Requires education and experience similar to an assistant professor in the department; usually an individual having just received the appropriate terminal or professional degree, with less than six years of relevant work experience. Individual may have progressed from a post-doctoral fellowship to Research Scientist II or may be hired directly from a doctoral program, depending upon the discipline or needs of the project or unit. Experience should include research accomplishments comparable to assistant professors in same discipline or department, including evidence of the potential to conduct independent research and to publish or present results.

Examples of Work

(Examples are intended only as illustrations of the various types of work that might be performed and can serve as a framework for selecting an appropriate title for a new position. Specific job assignments are determined as appropriate by the situation and the discipline.)

- ❖ Design and conduct moderately complex research, independently or collaboratively, under general supervision of a faculty member or more senior research person.
- ❖ Gather data, keep research notes, perform analysis, do preliminary interpretation of results.
- ❖ Evaluate, select and use appropriate software and techniques for statistical analysis, including large data sets.
- ❖ Create or assist in creation of survey or evaluation instruments, as appropriate to the project.
- ❖ Instruct others on use of equipment and schedule equipment usage.

- ❖ Design or assist in designing case studies or focus groups; conduct interviews for case studies or focus groups.
- ❖ Serve as assistant project director of a research study or project.
- ❖ Serve as assistant director of a lab, center or research group.
- ❖ Review and monitor research literature for information of importance to the study, project, lab, center or group.
- ❖ Mentor and train students.
- ❖ Assist a Principal Investigator with preparation of grant proposals (e.g. literature review, gathering of preliminary data, preparation of figures/graphics, fact checking, writing, etc.).
- ❖ Serve as Principal Investigator on externally-funded grant proposals or contracts.
- ❖ Prepare, edit, and present research outcomes in the form of technical reports to clients, refereed publications, and conference presentations.
- ❖ Occasionally teach a course or lab or present a guest lecture; or oversee independent study.
- ❖ Occasionally serve on departmental committees, as appropriate to the individual's expertise and experience.

1313 - RESEARCH SCIENTIST III

1321 – RESEARCH ASSOCIATE PROFESSOR

Requires education and experience similar to an associate professor in the department; usually an individual with at least six years of relevant work experience since receiving an appropriate terminal or professional degree. Experience should include research accomplishments comparable to associate professors in the department, including a record of scholarly production in the form of articles published, papers read, grants awarded, research projects directed or other evidence appropriate to the discipline.

Examples of Work

(Examples are intended only as illustrations of the various types of work that might be performed and can serve as a framework for selecting an appropriate title for a new position. Specific job assignments are determined as appropriate by the situation and the discipline.)

- ❖ Design and conduct complex research projects, working independently or collaboratively, but with little supervision.
- ❖ Direct, coordinate, schedule activities in research study or project.
- ❖ Gather data, keep research notes, perform analysis, code data, interpret results, and plan next steps.
- ❖ Evaluate, select and use appropriate software and techniques for statistical analysis and train others in use of the software or techniques.
- ❖ Create or supervise others in creation of survey or evaluation instruments, as appropriate to the project.
- ❖ Design or assist in designing case studies or focus groups; conduct interviews for case studies or focus groups; train others in interview techniques.
- ❖ Instruct others on use of equipment, schedule equipment usage, insure proper billings as needed.
- ❖ Direct a lab, center or research group.
- ❖ Be knowledgeable of and keep staff informed about administrative policies and safety procedures relevant to the study, project, lab, center or group.
- ❖ Assist in establishing procedures and protocol pertaining to data collection, data management, research methodologies, and written reporting on results.
- ❖ Review and monitor research literature for information of importance to the study, project, lab, center or group.

- ❖ Make recommendations about new areas of research that would advance the goals of the lab, center, or group.
- ❖ Manage and make decisions about project resources (supplies, software, equipment, budgets, etc.)
- ❖ Mentor and train students and post-doctoral associates.
- ❖ Supervise technical or other support staff involved in the research.
- ❖ Make hiring decisions, perform staff evaluations, and recommend raises.
- ❖ Serve as Principal Investigator in externally-funded research projects or contracts.
- ❖ Prepare, edit, and present research outcomes in the form of technical reports to clients, refereed publications, and conference presentations.
- ❖ Occasionally teach a course or lab or present a guest lecture; or oversee independent study.
- ❖ Serve on thesis or dissertation committees.
- ❖ Occasionally serve on departmental or college committees, as appropriate to the individual's expertise and experience.

1314 - RESEARCH SCIENTIST IV

1322 – RESEARCH PROFESSOR

Requires education and experience similar to a full professor in the department; usually an individual with at least 12 years of relevant experience since receiving an appropriate terminal or professional degree. Experience should include research accomplishments comparable to full professors in the department, including a substantial body of nationally or internationally recognized scholarly production in the form of articles published, papers read, grants awarded, research projects directed or other evidence appropriate to the discipline.

Examples of Work

(Examples are intended only as illustrations of the various types of work that might be performed and can serve as a framework for selecting an appropriate title for a new position. Specific job assignments are determined as appropriate by the situation and the discipline.)

- ❖ Design and conduct highly complex research projects, working independently or directing others to perform the work.
- ❖ Gather data, keep research notes, perform analysis, interpret results, and plan next steps.
- ❖ Evaluate, select and use appropriate software and techniques for statistical analysis and train others in use of the software or techniques.
- ❖ Create or supervise others in creation of survey or evaluation instruments, as appropriate to the project.
- ❖ Design case studies or focus groups; conduct interviews; train others in techniques; observe and give feedback to those doing same.
- ❖ Direct a large, complex or interdisciplinary research study, project lab, center or group.
- ❖ Plan strategically for the future operation and funding of the lab, center or research group.
- ❖ Be knowledgeable of and keep staff informed about administrative policies and safety procedures relevant to the study, project, lab, center or group.
- ❖ Establish procedures and protocol pertaining to data collection, data management, research methodologies, written reporting on results.
- ❖ Make recommendations about new areas of research that would advance the goals of the lab, center, or group; assign individuals to investigate or implement.
- ❖ Manage/make decisions on project resources (supplies, software, equipment, budgets, etc.)
- ❖ Recruit and lead a diverse and highly-qualified research team.
- ❖ Mentor, train and/or supervise students, post-doctoral associates, other research scientists or research professors, technical and other support staff involved in the research.
- ❖ Make hiring decisions, perform staff evaluations, and recommend raises.

- ❖ Serve as Principal Investigator in externally-funded research grants and contracts and mentor subordinates in grant-seeking activities.
- ❖ Prepare, edit, and present research outcomes in the form of technical reports to clients, refereed publications, and conference presentations.
- ❖ Provide editorial advice to others in preparation of same and assistance in identifying appropriate venues for presentation.
- ❖ Occasionally teach a course or lab or present a guest lecture; or oversee independent study.
- ❖ Serve on or chair thesis or dissertation committees.
- ❖ Occasionally serve on departmental, college or University committees, or assume leadership responsibilities on same, as appropriate to the individual's expertise and experience.