**ACADEMIC RESEARCH JOB TITLE**  Visiting Researcher

**DESCRIPTION OF JOB-CRITICAL SKILLS / ABILITIES**

**Job Summary / Primary Purpose**
An uncompensated member of the University community who participates in and contributes to its research programs and scholarly projects.

**Key Responsibilities / Essential Functions**
not applicable

**WORKING CONDITIONS / ADDITIONAL REQUIREMENTS (if applicable)**

**Working conditions**
not applicable

**Additional requirements**
not applicable

**POSITION REQUISITES (entered by Payroll Coordinator)**

**Salary Grade**
not applicable

**Employment Code (RD, OT)**
RD

**Level 2 Code (FY, MD, NC, GS, OT)**
NC

**Campus CR / MD**
Charles River, Medical Campus

**Object Code**
not applicable

**BU Job Code**
not applicable

**FLSA status (exempt / non-exempt)**
not applicable

**Union Status (represented / non-represented)**
not applicable

**ELIGIBILITY**

**Degrees**
minimum of (or current enrollment in) BA/BS or equivalent

**Experience**
not applicable

**Relevant accomplishments**
not applicable

**Skills and critical abilities**
not applicable

**APPOINTMENT SPECIFICATIONS**

**Conditions of employment (contingencies)**
none

**Suggested immigration classification (if University sponsorship is required)**
See BU/ISSO immigration sponsorship policies etc at: http://www.bu.edu/issso/administrators/index.html

**Funding type:** training grant, research grant, unrestricted
no unrestricted funding

**Form of payment:** stipend, payroll, not-paid
not-paid; eligible for per diem travel comp

**BU employee / non-employee**
non-employee

**Appointment duration (number of years)**
up to one year, renewable

**Assignment duration (number of months per year)**
up to 12 months

**Time % - Fraction of Full Time Effort**
variable

**Limitation on time in rank**
not applicable

**Periodic review – merit, performance, salary**
not applicable

**Periodic review – reappointment**
not applicable

**Notice of termination**
not applicable

**Principal Investigator eligibility**
Per University and College/School policy

**Consulting privileges**
No

**APPOINTMENT PROCESS**

**Who initiates**
Faculty member

**Who concurs**
Department head or center director

**Who approves**
Dean

**Search procedures**
No

**BENEFITS ELIGIBILITY**

**Health/Dental insurance**
none

**Sick time (paid)**
none

**Vacation**
none

**Leave of absence (unpaid)**
none

**Retirement benefits**
none

**Tuition remission**
none

**Life insurance**
none

**Disability insurance (LT, ST)**
none

**ORIENTATION**

**Who orients new individuals**
Department
### ACADEMIC RESEARCH JOB TITLE

**Visiting Fellow**

### DESCRIPTION OF JOB-CRITICAL SKILLS / ABILITIES

**Job Summary / Primary Purpose**
A short-term, compensated member of the University community who participates in and contributes to its research programs and scholarly projects.

**Key Responsibilities / Essential Functions**
not applicable

### WORKING CONDITIONS / ADDITIONAL REQUIREMENTS (if applicable)

**Working conditions**
not applicable

**Additional requirements**
not applicable

### POSITION REQUISITES (entered by Payroll Coordinator)

**Salary Grade**
00

**Employment Code (RD, OT)**
RD, OT (if < 9 months assignment duration)

**Level 2 Code (FY, MD, NC, OS, OT)**
FY, MD, OT

**Campus CR / MD**
Charles River, Medical Campus

**Object Code**
0900, 0901

**BU Job Code**
321

**FLSA status (exempt / non-exempt)**
exempt

**Union Status (represented / non-represented)**
non-represented

### ELIGIBILITY

**Degrees**
minimum of (or current enrollment in) BA/BS or equivalent

**Experience**
not applicable

**Relevant accomplishments**
not applicable

**Skills and critical abilities**
not applicable

### APPOINTMENT SPECIFICATIONS

**Conditions of employment (contingencies)**
one

**Suggested immigration classification (if University sponsorship is required)**
J-1 Exchange Visitor status, if applicable. See BU/ISSO immigration sponsorship policies etc at: http://www.bu.edu/iss/o/administrators/index.html

**Funding type**: training grant, research grant, unrestricted

**Form of payment**: stipend, payroll, not-paid

**BU employee / non-employee**
employee

**Appointment duration (number of years)**
up to one year, renewable

**Assignment duration (number of months per year)**
up to 12 months

**Time % - Fraction of Full Time Effort**
variable

**Limitation on time in rank**
not applicable

**Periodic review – merit, performance, salary**
not applicable

**Periodic review – reappointment**
not applicable

**Notice of termination**
not applicable

**Principal Investigator eligibility**
Per University and College/School policy

**Consulting privileges**
No

### APPOINTMENT PROCESS

**Who initiates**
Faculty member

**Who concurs**
Department head or center director

**Who approves**
Dean

**Search procedures**
N/A

### BENEFITS ELIGIBILITY

**Health/Dental insurance**
Please refer to HR Website or Benefits Handbook

**Sick time (paid)**
institutional policy for employees of Grade 73 and above

**Vacation**
institutional policy for employees of Grade 73 and above

**Leave of absence (unpaid)**
institutional policy for employees of Grade 73 and above

**Retirement benefits**
Please refer to HR Website or Benefits Handbook

**Tuition remission**
Please refer to HR Website or Benefits Handbook

**Life insurance**
Please refer to HR Website or Benefits Handbook

**Disability insurance (LT, ST)**
Please refer to HR Website or Benefits Handbook

### ORIENTATION

**Who orients new individuals**
Department
### ACADEMIC RESEARCH JOB TITLE

**Research Fellow**

### DESCRIPTION OF JOB-CRITICAL SKILLS / ABILITIES

**Job Summary / Primary Purpose**

A compensated member of the University community who participates in and contributes to its research programs and scholarly projects; has a Master's degree or equivalent (including All-But-Dissertation status)

**Key Responsibilities / Essential Functions**

As determined by the nature and requirements of the research program. Can include: development of experimental equipment or protocols; collection and analysis of data.

### WORKING CONDITIONS / ADDITIONAL REQUIREMENTS (if applicable)

**Working conditions**

May involve exposure to laboratory conditions

**Additional requirements**

May require special training/qualifications/certification, or a pre-placement physical exam; may require travel or irregular work schedules

### POSITION REQUISITES (entered by Payroll Coordinator)

<table>
<thead>
<tr>
<th>Salary Grade</th>
<th>Employment Code (RD, OT)</th>
<th>Level 2 Code (FY, MD, NC, OS, OT)</th>
<th>Campus CR / MD</th>
<th>Object Code</th>
<th>BU Job Code</th>
<th>FLSA status (exempt / non-exempt)</th>
<th>Union Status (represented / non-represented)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>RD, OT (if &lt; 9 months assignment duration)</td>
<td>FY, MD, OT</td>
<td>Charles River, Medical Campus</td>
<td>0900, 0901</td>
<td>321</td>
<td>exempt</td>
<td>non-represented</td>
</tr>
</tbody>
</table>

### ELIGIBILITY

**Degrees**

MS/MA

**Experience**

-

**Relevant accomplishments**

-

**Skills and critical abilities**

-

### APPOINTMENT SPECIFICATIONS

**Conditions of employment (contingencies)**

may be contingent on availability of grant funds

**Suggested immigration classification (if University sponsorship is required)**

J -1 Exchange Visitor status. See BU/ISSO immigration sponsorship policies etc at: http://www.bu.edu/issso/administrators/index.html

**Funding type:**

training grant, research grant, unrestricted

**Form of payment:**

stipend, payroll, not-paid

**BU employee / non-employee**

employee

**Appointment duration (number of years)**

up to three years, typically minimum one year, renewable

**Assignment duration (number of months per year)**

up to 12 months

**Time % - Fraction of Full Time Effort**

typically 100%

**Limitation on time in rank**

not applicable

**Periodic review – merit, performance, salary**

annual

**Periodic review – reappointment**

at least every three years

**Notice of termination**

not applicable

**Principal Investigator eligibility**

Per University and College/School policy

**Consulting privileges**

No

### APPOINTMENT PROCESS

**Who initiates**

Faculty member

**Who concurs**

Department head or center director

**Who approves**

Dean

**Search procedures**

N/A

### BENEFITS ELIGIBILITY

**Health/Dental insurance**

Please refer to HR Website or Benefits Handbook

**Sick time (paid)**

employee benefits

**Vacation**

employee benefits

**Leave of absence (unpaid)**

employee benefits

**Retirement benefits**

Please refer to HR Website or Benefits Handbook

**Tuition remission**

Please refer to HR Website or Benefits Handbook

**Life insurance**

Please refer to HR Website or Benefits Handbook

**Disability insurance (LT, ST)**

Please refer to HR Website or Benefits Handbook

### ORIENTATION

**Who orients new individuals**

HR
<table>
<thead>
<tr>
<th>ACADEMIC RESEARCH JOB TITLE</th>
<th>Postdoctoral Fellow (NON-EMPLOYEE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION OF JOB-CRITICAL SKILLS / ABILITIES</td>
<td>An individual supported on an externally-funded training grant and engaged in a temporary and defined period of mentored advanced training and professional development following completion of a doctoral degree program. Not a BU employee.</td>
</tr>
<tr>
<td>Job Summary / Primary Purpose</td>
<td>Pursue advanced training and professional development in research/teaching. No services can be required of fellows by virtue of their appointment and their stipends do not constitute payment of salary for services rendered. Not a BU employee.</td>
</tr>
<tr>
<td>Key Responsibilities / Essential Functions</td>
<td>Working conditions May involve exposure to laboratory conditions</td>
</tr>
<tr>
<td></td>
<td>Additional requirements May require special training/qualifications/certification, or a pre-placement physical exam; may require travel or irregular work schedules</td>
</tr>
<tr>
<td>POSITION REQUISITES (entered by Payroll Coordinator)</td>
<td>Salary Grade not applicable</td>
</tr>
<tr>
<td></td>
<td>Employment Code (RD, OT) not applicable</td>
</tr>
<tr>
<td></td>
<td>Level 2 Code (FY, MD, NC, OS, OT) not applicable</td>
</tr>
<tr>
<td></td>
<td>Campus CR / MD Charles River, Medical Campus</td>
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<tr>
<td></td>
<td>Object Code not applicable</td>
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<tr>
<td></td>
<td>BU Job Code not applicable</td>
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<tr>
<td></td>
<td>FLSA status (exempt / non-exempt) not applicable</td>
</tr>
<tr>
<td></td>
<td>Labor Status (represented / non-represented) not applicable</td>
</tr>
<tr>
<td>ELIGIBILITY</td>
<td>Degrees doctoral degree or equivalent</td>
</tr>
<tr>
<td></td>
<td>Experience defined by specific training program</td>
</tr>
<tr>
<td></td>
<td>Relevant accomplishments defined by specific training program</td>
</tr>
<tr>
<td></td>
<td>Skills and critical abilities defined by specific training program</td>
</tr>
<tr>
<td>APPOINTMENT SPECIFICATIONS</td>
<td>Conditions of employment (contingencies) not applicable -- Postdoctoral Fellows are not employees</td>
</tr>
<tr>
<td></td>
<td>Suggested immigration classification (if University sponsorship is required) J -1 Exchange Visitor status. See BU/ISSO immigration sponsorship policies etc at: <a href="http://www.bu.edu/iss/administrators/index.html">http://www.bu.edu/iss/administrators/index.html</a></td>
</tr>
<tr>
<td></td>
<td>Funding type: training grant, research grant, unrestricted typically, federal training grants: T32 (institutional), F32 (indiv)</td>
</tr>
<tr>
<td></td>
<td>Form of payment: stipend, payroll, not-paid stipend (947)</td>
</tr>
<tr>
<td></td>
<td>BU employee / non-employee non-employee</td>
</tr>
<tr>
<td></td>
<td>Appointment duration (number of years) up to three years, typically minimum one year, renewable</td>
</tr>
<tr>
<td></td>
<td>Assignment duration (number of months per year) typically 12 months</td>
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<tr>
<td></td>
<td>Time % - Fraction of Full Time Effort typically 100%</td>
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<tr>
<td></td>
<td>Limitation on time in rank 5 years</td>
</tr>
<tr>
<td></td>
<td>Periodic review -- merit, performance, salary annual training performance review</td>
</tr>
<tr>
<td></td>
<td>Periodic review -- reappointment typically three months prior to end of appointment period, when applicable</td>
</tr>
<tr>
<td></td>
<td>Notice of termination not applicable</td>
</tr>
<tr>
<td></td>
<td>Principal Investigator eligibility No</td>
</tr>
<tr>
<td></td>
<td>Consulting privileges No</td>
</tr>
<tr>
<td>APPOINTMENT PROCESS</td>
<td>Who initiates Faculty member</td>
</tr>
<tr>
<td></td>
<td>Who concurs Department head or center director</td>
</tr>
<tr>
<td></td>
<td>Who approves Dean</td>
</tr>
<tr>
<td></td>
<td>Search procedures N/A</td>
</tr>
<tr>
<td>BENEFITS ELIGIBILITY</td>
<td>Health/Dental insurance defined by Training Grant -- example, NIH: $7,850 institutional allowance.</td>
</tr>
<tr>
<td></td>
<td>Sick time (paid) as allowable per NIH guidelines: up to 15 days per calendar year</td>
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<tr>
<td></td>
<td>Vacation as allowable per NIH guidelines</td>
</tr>
<tr>
<td></td>
<td>Leave of absence (unpaid) None</td>
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<td></td>
<td>Retirement benefits None</td>
</tr>
<tr>
<td></td>
<td>Tuition remission None</td>
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<tr>
<td></td>
<td>Life insurance None</td>
</tr>
<tr>
<td></td>
<td>Disability insurance (LT, ST) None</td>
</tr>
<tr>
<td>ORIENTATION</td>
<td>Who orients new individuals Department</td>
</tr>
</tbody>
</table>
## ACADEMIC RESEARCH JOB TITLE

### Postdoctoral Associate

### DESCRIPTION OF JOB-CRITICAL SKILLS / ABILITIES

**Job Summary / Primary Purpose**

An individual who has received a doctoral degree or equivalent and is engaged in a temporary and defined period of mentored scholarly development or research. Typically an entry-level postgraduate appointment.

**Key Responsibilities / Essential Functions**

Pursue advanced training and professional development in research/teaching, like a Postdoctoral Fellow, but distinguished by being a BU employee with assigned duties.

### WORKING CONDITIONS / ADDITIONAL REQUIREMENTS (if applicable)

**Working conditions**

May involve exposure to laboratory conditions

**Additional requirements**

May require special training/qualifications/certification, or a pre-placement physical exam; may require travel or irregular work schedules

### POSITION REQUISITES (entered by Payroll Coordinator)

| Salary Grade | 00 |
| Employment Code (RD, OT) | RD, OT (if < 9 months assignment duration) |
| Level 2 Code (FY, MD, NC, OS, OT) | FY, MD, OT |
| Campus CR / MD | Charles River, Medical Campus |
| Object Code | 0900, 0901 |
| BU Job Code | 321 |
| FLSA status (exempt / non-exempt) | exempt |
| Union Status (represented / non-represented) | non-represented |

### ELIGIBILITY

- **Degrees**
  - doctoral degree or equivalent

- **Experience**
  - defined by specific research program

- **Relevant accomplishments**
  - defined by specific research program

- **Skills and critical abilities**
  - defined by specific research program

### APPOINTMENT SPECIFICATIONS

- **Conditions of employment (contingencies)**
  - may be contingent on availability of funds

- **Suggested immigration classification (if University sponsorship is required)**
  - J-1 Exchange Visitor status. See BU/ISSO immigration sponsorship policies etc at: http://www.bu.edu/isso/administrators/index.html

- **Funding type:** training grant, research grant, unrestricted
  - Research grants (NSF, or NIH R, K, etc.) or unrestricted funds

- **Form of payment:** stipend, payroll, not-paid
  - payroll

- **BU employee / non-employee**
  - employee

- **Appointment duration (number of years)**
  - up to three years, typically minimum one year, renewable

- **Assignment duration (number of months per year)**
  - typically 12 months

- **Time % - Fraction of Full Time Effort**
  - typically 100%

- **Limitation on time in rank**
  - 5 years

- **Periodic review – merit, performance, salary**
  - annual

- **Periodic review – reappointment**
  - typically three months prior to end of appointment period, when applicable

- **Notice of termination**
  - not applicable

- **Principal Investigator eligibility**
  - Per University and College/School policy

- **Consulting privileges**
  - No

### APPOINTMENT PROCESS

- **Who initiates**
  - Faculty member

- **Who concurs**
  - Department head or center director

- **Who approves**
  - Dean

- **Search procedures**
  - N/A

### BENEFITS ELIGIBILITY

- **Health/Dental insurance**
  - Please refer to HR Website or Benefits Handbook

- **Sick time (paid)**
  - institutional policy for employees of Grade 73 and above

- **Vacation**
  - institutional policy for employees of Grade 73 and above

- **Leave of absence (unpaid)**
  - institutional policy for employees of Grade 73 and above

- **Retirement benefits**
  - Please refer to HR Website or Benefits Handbook

- **Tuition remission**
  - Please refer to HR Website or Benefits Handbook

- **Life insurance**
  - Please refer to HR Website or Benefits Handbook

- **Disability insurance (LT, ST)**
  - Please refer to HR Website or Benefits Handbook

### ORIENTATION

- **Who orients new individuals**
  - HR
**Sr. Postdoctoral Associate**

**DESCRIPTION OF JOB-CRITICAL SKILLS / ABILITIES**

**Job Summary / Primary Purpose**
An individual who has received a doctoral degree or equivalent, must have a minimum of three years of postgraduate experience, and continues in a temporary and defined period of mentored scholarly development or research.

**Key Responsibilities / Essential Functions**
Continue advanced training and professional development in research/teaching, like a Postdoctoral Fellow, but distinguished by being a BU employee with assigned duties.

**WORKING CONDITIONS / ADDITIONAL REQUIREMENTS (if applicable)**

**Working conditions**
May involve exposure to laboratory conditions

**Additional requirements**
May require special training/qualifications/certification, or a pre-placement physical exam; may require travel or irregular work schedules

**POSITION REQUISITES (entered by Payroll Coordinator)**

**Salary Grade**
00

**Employment Code**
RD, OT (if < 9 months assignment duration)

**Level 2 Code**
FY, MD, OS, OT

**Campus CR / MD**
Charles River, Medical Campus

**Object Code**
0900, 0901

**BU Job Code**
321

**FLSA status**
Exempt

**Union Status**
Non-represented

**ELIGIBILITY**

**Degrees**
Doctoral degree or equivalent

**Experience**
3 to 5 years of postdoctoral experience

**Relevant accomplishments**
Defined by specific research program

**Skills and critical abilities**
Defined by specific research program

**APPOINTMENT SPECIFICATIONS**

**Conditions of employment (contingencies)**
May be contingent on availability of grant funds

**Suggested immigration classification**
Varies. See BU/ISSO immigration sponsorship policies etc at: http://www.bu.edu/isso/administrators/index.html

**Funding type**
Research grants (NSF, or NIH R, K, etc.) or unrestricted funds

**Form of payment**
Payroll

**BU employee / non-employee**
Employee

**Appointment duration (number of years)**
Up to three years, typically minimum one year, renewable

**Assignment duration (number of months per year)**
Typically 12 months

**Time % - Fraction of Full Time Effort**
Typically 100%

**Limitation on time in rank**
5 years

**Periodic review – merit, performance, salary**
Annual

**Periodic review – reappointment**
Not applicable

**Notice of termination**
Not applicable

**Principal Investigator eligibility**
Per University and College/School policy

**Consulting privileges**
No

**APPOINTMENT PROCESS**

Who initiates
Faculty member

Who concurs
Department head or center director

Who approves
Dean

**BENEFITS ELIGIBILITY**

**Health/Dental insurance**
Please refer to HR Website or Benefits Handbook

**Sick time (paid)**
Institutional policy for employees of Grade 73 and above

**Vacation**
Institutional policy for employees of Grade 73 and above

**Leave of absence (unpaid)**
Institutional policy for employees of Grade 73 and above

**Retirement benefits**
Please refer to HR Website or Benefits Handbook

**Tuition remission**
Please refer to HR Website or Benefits Handbook

**Life insurance**
Please refer to HR Website or Benefits Handbook

**Disability insurance (LT, ST)**
Please refer to HR Website or Benefits Handbook

**ORIENTATION**

Who orients new individuals
HR
<table>
<thead>
<tr>
<th><strong>ACADEMIC RESEARCH JOB TITLE</strong></th>
<th>Research Scientist / Research Engineer / Academic Researcher</th>
</tr>
</thead>
</table>

**DESCRIPTION OF JOB-CRITICAL SKILLS / ABILITIES**

### Job Summary / Primary Purpose
An individual who contributes to the research programs of the University under supervision of a Principal Investigator, and holds a post-graduate degree appropriate to the field of research, or an equivalent combination of education and advanced research experience as appropriate to the field of expertise.

### Key Responsibilities / Essential Functions
As determined by the nature and requirements of the research program. Can include: development of experimental equipment or protocols; collection and analysis of data.

**WORKING CONDITIONS / ADDITIONAL REQUIREMENTS (if applicable)**

- **Working conditions**: May involve exposure to laboratory conditions
- **Additional requirements**: May require special training/qualifications/certification, or a pre-placement physical exam; may require travel or irregular work schedules

**POSITION REQUISITES (entered by Payroll Coordinator)**

<table>
<thead>
<tr>
<th>Salary Grade</th>
<th>00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Code (RD, OT)</td>
<td>RD, OT (if &lt; 9 months assignment duration)</td>
</tr>
<tr>
<td>Level 2 Code (FY, MD, NC, OS, OT)</td>
<td>FY, MD, OT</td>
</tr>
<tr>
<td>Campus CR / MD</td>
<td>Charles River, Medical Campus</td>
</tr>
<tr>
<td>Object Code</td>
<td>0900, 0901</td>
</tr>
<tr>
<td>BU Job Code</td>
<td>521</td>
</tr>
<tr>
<td>FLSA status (exempt / non-exempt)</td>
<td>exempt</td>
</tr>
<tr>
<td>Union Status (represented / non-represented)</td>
<td>non-represented</td>
</tr>
</tbody>
</table>

**ELIGIBILITY**

- **Degrees**: doctoral degree or equivalent
- **Experience**: specific to the field and/or project; may be a combination of education and high-level research activity
- **Relevant accomplishments**: specific to the field and/or project
- **Skills and critical abilities**: specific to the field or/and project: e.g. numerical modeling, programming, chemical synthesis/analysis, optical/nanomechanical expertise, bioinformatics, etc.

**APPOINTMENT SPECIFICATIONS**

- **Conditions of employment (contingencies)**: normally contingent on availability of grant funds
- **Suggested immigration classification (if University sponsorship is required)**: Varies. See BU/ISSO immigration sponsorship policies etc at: http://www.bu.edu/isso/administrators/index.html
- **Funding type**: training grant, research grant, unrestricted Research grants (NSF, or NIH R, K, etc.) or unrestricted funds
- **Form of payment**: stipend, payroll, not-paid payroll
- **BU employee / non-employee**: employee
- **Appointment duration (number of years)**: term
- **Assignment duration (number of months per year)**: typically 12 months
- **Time % - Fraction of Full Time Effort**: typically 100%
- **Limitation on time in rank**: not applicable
- **Periodic review – merit, performance, salary**: annual
- **Periodic review – reappointment**: at least every three years
- **Notice of termination**: three months
- **Principal Investigator eligibility**: Per University and College/School policy
- **Consulting privileges**: No

**APPOINTMENT PROCESS**

- **Who initiates**: Faculty member
- **Who concurs**: Department head or center director
- **Who approves**: Dean
- **Search procedures**: N/A

**BENEFITS ELIGIBILITY**

- **Health/Dental insurance**: Please refer to HR Website or Benefits Handbook
- **Sick time (paid)**: institutional policy for employees of Grade 73 and above
- **Vacation**: institutional policy for employees of Grade 73 and above
- **Leave of absence (unpaid)**: institutional policy for employees of Grade 73 and above
- **Retirement benefits**: Please refer to HR Website or Benefits Handbook
- **Tuition remission**: Please refer to HR Website or Benefits Handbook
- **Life insurance**: Please refer to HR Website or Benefits Handbook
- **Disability insurance (LT, ST)**: Please refer to HR Website or Benefits Handbook

**ORIENTATION**

- **Who orients new individuals**: HR
<table>
<thead>
<tr>
<th>ACADEMIC RESEARCH JOB TITLE</th>
<th>Sr. Research Scientist / Sr. Research Engineer / Sr. Academic Researcher</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DESCRIPTION OF JOB-CRITICAL SKILLS / ABILITIES</strong></td>
<td></td>
</tr>
<tr>
<td>Job Summary / Primary Purpose</td>
<td>An individual with the qualifications of a Staff Scientist / Staff Researcher and having prior experience of at least five years. Will have a record of demonstrated ability to develop new concepts and/or to conduct independent research as evidenced by publications, patents, or other professional accomplishments.</td>
</tr>
<tr>
<td>Key Responsibilities / Essential Functions</td>
<td>As determined by the nature and requirements of the research program. Can include: development of new research projects; development of scientific instruments or research protocols; collection and analysis of data; applying for research grants; making significant contributions to published research; submitting patents.</td>
</tr>
<tr>
<td><strong>WORKING CONDITIONS / ADDITIONAL REQUIREMENTS</strong></td>
<td></td>
</tr>
<tr>
<td>Working conditions</td>
<td>May involve exposure to laboratory conditions</td>
</tr>
<tr>
<td>Additional requirements</td>
<td>May require special training/qualifications/certification, or a pre-placement physical exam; may require travel or irregular work schedules</td>
</tr>
<tr>
<td><strong>POSITION REQUISITES (entered by Payroll Coordinator)</strong></td>
<td></td>
</tr>
<tr>
<td>Salary Grade</td>
<td>00</td>
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<tr>
<td>Employment Code (RD, OT)</td>
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<td>Object Code</td>
<td>0900, 0901</td>
</tr>
<tr>
<td>BU Job Code</td>
<td>521</td>
</tr>
<tr>
<td>FLSA status (exempt / non-exempt)</td>
<td>exempt</td>
</tr>
<tr>
<td>Union Status (represented / non-represented)</td>
<td>non-represented</td>
</tr>
<tr>
<td><strong>ELIGIBILITY</strong></td>
<td></td>
</tr>
<tr>
<td>Degrees</td>
<td>PhD or equivalent</td>
</tr>
<tr>
<td>Experience</td>
<td>at least five years of experience at the level of Research Scientist / Research Engineer / Staff Researcher or equivalent</td>
</tr>
<tr>
<td>Relevant accomplishments</td>
<td>specific to the field and/or project, with unique scholarly or other technical contributions to research projects</td>
</tr>
<tr>
<td>Skills and critical abilities</td>
<td>as for Research Scientist / Research Engineer / Staff Researcher, with the demonstrated ability to generate and develop concepts independently and to conduct independent research</td>
</tr>
<tr>
<td><strong>APPOINTMENT SPECIFICATIONS</strong></td>
<td></td>
</tr>
<tr>
<td>Conditions of employment (contingencies)</td>
<td>normally contingent on availability of grant funds</td>
</tr>
<tr>
<td>Suggested immigration classification (if University sponsorship is required)</td>
<td>Varies. See BU/ISSO immigration sponsorship policies etc at: <a href="http://www.bu.edu/issso/administrators/index.html">http://www.bu.edu/issso/administrators/index.html</a></td>
</tr>
<tr>
<td>Funding type: training grant, research grant, unrestricted</td>
<td>Research grants (NSF, or NIH R, K, etc.) or unrestricted funds</td>
</tr>
<tr>
<td>Form of payment: stipend, payroll, not-paid</td>
<td>payroll</td>
</tr>
<tr>
<td>BU employee / non-employee</td>
<td>employee</td>
</tr>
<tr>
<td>Appointment duration (number of years)</td>
<td>term</td>
</tr>
<tr>
<td>Assignment duration (number of months per year)</td>
<td>typically 12 months</td>
</tr>
<tr>
<td>Time % - Fraction of Full Time Effort</td>
<td>typically 100%</td>
</tr>
<tr>
<td>Limitation on time in rank</td>
<td>not applicable</td>
</tr>
<tr>
<td>Periodic review – merit, performance, salary</td>
<td>annual</td>
</tr>
<tr>
<td>Periodic review – reappointment</td>
<td>at least every three years</td>
</tr>
<tr>
<td>Notice of termination</td>
<td>three months</td>
</tr>
<tr>
<td>Principal Investigator eligibility</td>
<td>Per University and College/School policy</td>
</tr>
<tr>
<td>Consulting privileges</td>
<td>No</td>
</tr>
<tr>
<td><strong>APPOINTMENT PROCESS</strong></td>
<td></td>
</tr>
<tr>
<td>Who initiates</td>
<td>Faculty member</td>
</tr>
<tr>
<td>Who concurs</td>
<td>Department head or center director</td>
</tr>
<tr>
<td>Who approves</td>
<td>Dean</td>
</tr>
<tr>
<td>Search procedures</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>BENEFITS ELIGIBILITY</strong></td>
<td></td>
</tr>
<tr>
<td>Health/Dental insurance</td>
<td>Please refer to HR Website or Benefits Handbook</td>
</tr>
<tr>
<td>Sick time (paid)</td>
<td>institutional policy for employees of Grade 73 and above</td>
</tr>
<tr>
<td>Vacation</td>
<td>institutional policy for employees of Grade 73 and above</td>
</tr>
<tr>
<td>Leave of absence (unpaid)</td>
<td>institutional policy for employees of Grade 73 and above</td>
</tr>
<tr>
<td>Retirement benefits</td>
<td>Please refer to HR Website or Benefits Handbook</td>
</tr>
<tr>
<td>Tuition remission</td>
<td>Please refer to HR Website or Benefits Handbook</td>
</tr>
<tr>
<td>Life insurance</td>
<td>Please refer to HR Website or Benefits Handbook</td>
</tr>
<tr>
<td>Disability insurance (LT, ST)</td>
<td>Please refer to HR Website or Benefits Handbook</td>
</tr>
<tr>
<td><strong>ORIENTATION</strong></td>
<td></td>
</tr>
<tr>
<td>Who orients new individuals</td>
<td>HR</td>
</tr>
</tbody>
</table>