

Scientist/Visiting Scientist Guidelines

Prefix

Prefix Definition

Assistant: This is the entry level prefix title for this function. Entry into this position requires extensive knowledge in a specialized area of research at a level likely to lead to making a contribution to the field, or equivalent experience. An Assistant Scientist conducts research to investigate or resolve identified research problems, writes research reports, and assists in the preparation of research programs and grant applications.

Associate: An Associate Scientist has extensive knowledge and a level of research experience in a specialized area of research which has led to a reputation extending beyond the institution. Promotion into this position must be based on evidence of sustained superior performance and peer recognition of potential to make significant research contributions. An Associate Scientist independently contributes to the development of research approaches and techniques to investigate and resolve research problems, develops research programs, and prepares research findings for publication or formal presentation. At this level, a Scientist may have functional supervision for research support staff including Research Specialists, graduate student staff, and others.

Senior: A Senior Scientist has extensive knowledge and research experience in an area of research specialization. The independent identification of research problems and the development of research approaches and techniques is a key aspect of the work at this level. At this level of the function, the supervision of research support staff, research project budgeting responsibilities and other aspects of research project management is common. However, high potential for advancing knowledge in a particular field of research is the primary characteristic of a Senior Scientist. The development and presentation of research findings through publication and at meetings at a level needed to sustain and develop a reputation within the research community is required.

Promotions for staff in the Scientist title series are reviewed and approved by the College of Engineering's Human Resources via the JEMS Rate/Title Change System. A CV should be provided with the justification to illustrate the extensive knowledge and level of research experience. The HR Analyst will ensure the employee meets the campus guidelines. Any questions or concerns regarding a specific request may be addressed in conjunction with the Associate Dean for Research.

According to the campus criteria, an **Associate Scientist** "has extensive knowledge and a level of research experience in a specialized area of research which has led to a reputation extending beyond the institution", and promotion to this level "must be based on evidence of sustained superior performance and peer recognition of potential to make significant research contributions." Evidence may include items such as outside letters, documentation of co-PI status on grants, first authored publications, and invited presentations.

According to the campus criteria, a **Senior Scientist** commonly includes "aspects of research project management", and requires "the development and presentation of research findings through publication and at meetings at a level to sustain and develop a reputation within the research community", Evidence may include items such as outside letters, documentation of a history of research success as a PI, or permanent PI status, first authored publications, and invited presentations.