

SAMPLE POSITION DESCRIPTION – PROJECT SCIENTIST SERIES
All ranks (Assistant, Associate, Full) Project Scientist

Resources:

- APM 311: https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-311.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 22, 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_22_project-scientist-series.pdf

TEMPLATE POSITION DESCRIPTION
(INSERT RANK) PROJECT SCIENTIST
DEPARTMENT OF ()

NATURE AND PURPOSE

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

The Project Scientist makes significant and creative contributions to a research or creative project in their academic discipline. A candidate for a title in this series must have earned a doctorate or its equivalent. The appointee possesses the subject matter expertise to function at a high level of competence. Although the Project Scientist is expected to work independently under the general guidance of an academic member with an independent research program (e.g., Professor or Professional Researcher), they are not required to develop an independent research program or reputation, nor do they have teaching responsibilities. They will carry out research or creative programs with supervision by an individual in an academic title that carries automatic Principal Investigator status. The Project Scientist does not usually serve as a Principal Investigator but may do so by exception. Appointees with Project (e.g., Scientist) titles may engage in University and public service.

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 Project Scientist position. A sample statement is included under each general responsibility.)

I. RESEARCH (%)

Research activity (%)

(EXAMPLE) This position requires creative contributions to and collaborative development of an active research program investigating topics relevant to the research area of _____. The candidate will help to determine research goals in consultation with the Principal Investigator. He/she will design specific projects, including the selection of appropriate methods and techniques. In some cases, the candidate may supervise students or technicians regarding the technical aspects of the research, including methods development, trouble-shooting problems, interpreting results and planning follow-up experiments.

Publication (%)

The candidate will publish research results in peer-reviewed journals, books and other outlets either independently or in collaboration with the PI or other

members of the research team.

Grant Acquisition (%)

(EXAMPLE) The candidate will assist in acquiring proposals for funding from federal and state agencies and other funding organizations. The candidate will prepare and assist in the preparation of reports as required by granting agencies. The candidate will interact with funding agencies and prepare modifications of budgets and other grant components as needed.

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 may give oral presentations to public and professional interest groups.

When appropriate, the candidate may coordinate and/or give presentations at seminars, laboratory meetings or educational functions.

III. UNIVERSITY AND PUBLIC SERVICE (%)

(This category is encouraged but not required. It may be included or omitted at the option of the individual department or other unit. If included, it will be considered a clear expectation for the position, and the candidate will be given due credit for these activities during the review process.)

The candidate will engage in public outreach activities that include presenting scientific research results to the general public and providing relevant advice to individuals and public agencies.

The candidate will engage in University service activities such as guest lecturing and committee service. Teaching classroom courses is not an expectation of this position. Appointees in this series who teach must hold concurrently an appropriate faculty title, following campus review procedures for such appointment. *

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.