RESEARCHER CLASSIFICATION WORKSHEET

THIS FORM MUST ACCOMPANY ANY REQUEST FOR A NEW POSITION OR RECLASSIFICATION. A CURRENT JOB DESCRIPTION IS ALSO REQUIRED. THE DESCRIPTION SHOULD INCLUDE A STATEMENT OF OVERALL FUNCTION OF THE POSITION, A LIST OF THE CURRENT DUTIES AND RESPONSIBLITIES PERFORMED, AND THE MINIMUM QUALIFICATIONS REQUIRED FOR THE POSITION.

Incumbent's Name: _____

Current Classification: [ ] Researcher I [ ] Researcher II [ ] Researcher III

Department: _____

Supervisor's Name: _____

Date: _____

Check: [ ] New Position [ ] Reclassification

Recommended Classification: [ ] Researcher I [ ] Researcher II [ ] Researcher III

Instructions: Choose the description in each category which best fits the actual duties and responsibilities (to be) performed by the individual in the position.

1. Nature of supervision to be provided to the incumbent and the level of independence expected:
   ___ 1a. Contributes to the needs of higher level positions.
   ___ 1b. Performs independent work under direction.
   ___ 1c. Works independently and supervises a small research project or major segment of a larger program.

2. Level of creativity expected:
   ___ 2a. Assists in data collection and performs laboratory or field activities.
   ___ 2b. Compiles, collates, and synthesizes data for reports or segment projects. Operates and maintains research equipment.
   ___ 2c. Assists in research proposal preparation and prepares reports and/or professional publications.

3. Nature of supervisory responsibilities performed by incumbent:
   ___ 3a. Normally does not have supervisory responsibilities.
   ___ 3b. May supervise Researcher I's and/or student workers and instruct others in the use of research equipment and techniques.
   ___ 3c. May independently supervise Researcher I's, II's, and student workers in acquisition, compilation, and synthesis of data.

4. Requirements necessary to perform the functions of the position:
   ___ 4a. B.A./B.S. degree in appropriate field or equivalent experience.
   ___ 4b. M.A./M.S. degree or B.A./B.S. and equivalent experience.
   ___ 4c. M.A./M.S. degree and minimum of three years experience.

REVIEWED AND APPROVED BY:

_____ _____

Department Head Date Immediate Supervisor Date

_____

Dean Date

ACTION BY ASSOCIATE VICE CHANCELLOR FOR ACADEMIC AFFAIRS AND RESEARCH:

[ ] Approved [ ] Disapproved _____

Associate Vice Chancellor Date

Copies: Copy 1 – Vice Chancellor, Copy 2 – Dean, Copy 3 – Affirmative Action Rev. 4/96