

# **EMPLOYMENT POLICY FOR RESEARCH ASSISTANTS, RESEARCH ASSOCIATES, POST DOCTORAL RESEARCH ASSOCIATE, AND RESEARCH FACULTY**

## **Position Levels and Ranks**

Montana Tech will employ, as needed, Researcher I, Researcher II, Post Doctoral Research Associate, and Research Faculty on contract work funded by state, federal, and private agencies. These positions will be advertised and competitively filled through the normal recruitment process. These contracts will be limited term, non-tenured and subject to renewal based on availability of funding. Research personnel may be hired at four levels; Researcher I, Researcher II, Post Doctoral Research Associate, and Research Faculty.

- Researcher I shall possess a Bachelor's degree in a field relevant to the requirements of the contract.
- Researcher II shall possess a Master's degree in a field relevant to the requirements of the contract.
- Post Doctoral Research Associate shall possess a Doctorate in a field relevant to the requirements of the contract.
- Research Faculty shall possess a Doctorate in a field relevant to the requirements of the contract and will be hired at the rank of assistant, associate or professor.

Exceptions to the above educational component may be made by the Chancellor in extraordinary situations.

## **Researcher I and Researcher II**

It is the policy of Montana Tech of The University of Montana that salaries paid to Researchers I and II should be competitive with salaries paid to national research and technology development peers.

The Researcher I and Researcher II starting salary range will be established using one of the following options:

1. An appropriate industry salary survey report approved by the administration. For engineering, that instrument will be the AAES Engineers' Salaries: Special Industry Report.
2. College and University Professional Association (CUPA) salary survey information by position and discipline converted to an annual or other salary.

The actual salary will be determined at the time of hire by the Vice Chancellor for Academic Affairs and Research (VCAAR) and approved by the Chancellor.

The host department will provide an annual performance evaluation recommending or denying an increase. Proposed adjustments to the base salary will be made utilizing the above options. However, in no instance will an individual's salary decrease. The Chancellor or designee will approve all increases.

### **Post Doctoral Research Associate**

Post Doctoral Research Associate salaries may be established by specific conditions of the grant supporting the position. If there are no such constraints then these positions shall generally be hired at their appropriate CUPA discipline salary.

The host department will provide an annual performance evaluation recommending or denying an increase. The Chancellor or designee will approve all increases.

### **Research Faculty**

For the level of Research Faculty, the normal academic ranks of Assistant Research Professor, Associate Research Professor and Research Professor shall be available. The hiring authority shall determine the rank appropriate for the candidate selected for the position. Promotion between ranks will be governed by the normal promotion policies for Montana Tech faculty excluding the teaching component. Individuals being promoted will be required to show excellence in research and service components.

A Research Faculty will normally not be hired at the rank of Research Professor. The following are criteria for each rank:

Assistant Research Professor: Assistant Research Professor is the normal entry-level rank for research faculty possessing a terminal discipline-specific degree and little or no professional research experience, but the potential must exist for rapidly developing excellence in this area and service.

Associate Research Professor: The rank of Associate Research Professor designates those who have completed the discipline-specific terminal degree, achieved and demonstrated four years or more of considerable excellence in research in their field, and have made significant contributions in service.

Research Professor: The rank of Research Professor is reserved for those who have reached the top of their profession in terms of research. It designates those who have completed the discipline-specific terminal degree, have achieved and demonstrated nine years or more of considerable excellence in research in their field, and have achieved and demonstrated five years or more of excellence in service.

Individuals hired without a terminal degree will be promoted using the same criteria but may require additional years of service.

### **Salaries**

It is the policy of Montana Tech of The University of Montana that salaries paid to all ranks of Research Professors engaged in extramurally funded research should be competitive with salaries paid to their external peer academic researchers.

For the purposes of this policy, a competitive annual research salary range will be determined based on the College and University Professional Association (CUPA) average for the equivalent rank and discipline. The competitive annual research salary for new hires will be determined based

on consideration of education levels, skills, experiences and responsibilities. A salary will be determined at the time of hire by the Vice Chancellor for Academic Affairs and Research (VCAAR) and approved by the Chancellor.

The host department will provide an annual performance evaluation recommending or denying an increase. Proposed adjustments to the base salary will be made utilizing the CUPA data for the equivalent rank and discipline. However, in no instance will an individual's salary decrease. The Chancellor or designee will approve all increases.

**Teaching Duties**

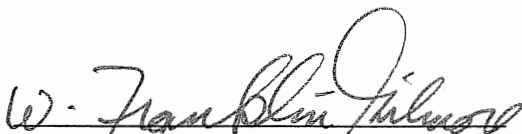
If a Researcher I, Researcher II, Post Doctoral Research Associate or Research Faculty chooses to perform teaching duties at Montana Tech for compensation, such teaching duties may be paid through an Extra Compensation contract with the approval of the administration which includes the Department Head, Dean, the Vice Chancellor for Academic Affairs and Research and others as designated on the extra compensation form. The extra compensation for teaching will be paid at the prevailing campus rate on a per credit basis.

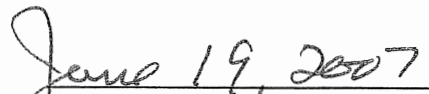
**Contract Term**

These contracts will be issued for a specified term, typically 12 months and will be eligible for declared holidays for the general staff. These positions will not be eligible for college breaks and any time taken away from work during academic recesses or breaks must be reported as annual leave. Benefits will accrue based on the position type in accordance with Board policy and applicable state statutes. The Chancellor is the final approving authority for all contracts.

**Effective Date:**

This policy is effective June 11, 2007.

  
W. Franklin Gilmore, Chancellor

  
Date