

Position Planning for Academic Research Titles

This tool is designed to assist staff and faculty in planning for the hiring and advancement of academic researchers using the following titles:

- Postdoctoral Researcher
- Specialist (Assistant, Associate, and Full)
- Professional Researcher (Assistant, Associate, and Full)
- Junior Specialist
- Project Scientist (Assistant, Associate, and Full)

Helpful Hints

1. Research positions should be filled through an open search. A Search Waiver or Search Exemption may be possible provided that system-wide guidelines are followed. Please refer to the [Recruitments and Removals](#) page for more information.
2. An individual can only hold a postdoctoral researcher position for no more than five years. Please note that the five year maximum includes time as a postdoctoral researcher at other institutions.
3. An individual can hold a Junior Specialist position for no more than two years, although a third year can be approved by the Vice Provost as an exception.
4. Principal Investigators (PIs) should mentor postdoctoral researchers and other academic researchers in a way that advances their careers, and encourage them to engage in the merit and promotion process. Even if no change in title is anticipated, PIs should budget a minimum of 5% salary increase per year for academic researchers.
5. If an international researcher is here on a visa and the appointment percentage is reduced, there may be visa implications. Please check with [Services for International Students and Scholars](#) (SISS) before reducing the percent time of an international scholar.

