

**SAMPLE POSITION DESCRIPTION – PROFESSIONAL RESEARCH SERIES**  
**APM 310 – All ranks**  
**(Assistant, Associate) Research (\_\_\_\_\_)**  
**Department of (\_\_\_\_\_)**

(Note: The position description should focus on a description of the position, including duties, responsibilities, expectations and criteria for productivity. It should NOT include the qualifications of the candidate).

**NATURE AND PURPOSE**

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

The Professional Researcher develops and oversees their own independent, creative, and high quality research program equivalent to that required for the Professor series. He/she takes major responsibility and leadership for his/her programs. Generally, the appointee is expected to secure funding as a Principal Investigator, but may be funded as a co-PI within a large center or collaborative program grant on which many independent investigators are working, as long as it is clear that the activities led by the professional researcher within the larger project constitute his/her own independent research program. Appointees do not have teaching responsibilities.

**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 Professional Researcher position. A sample statement is included under each general responsibility.)

**I. RESEARCH (\_\_\_%)**

This candidate is required to develop an independent research program on (*include a general description of the specific area of emphasis*). The candidate will be expected to (*generate a list of the most important aspects of the research, such as*):

1. Devise and conduct studies designed to determine
  - A. ....
  - B. ....
  - C. ....
2. Collect, summarize and analyze data
3. Publish research results in peer-reviewed journals as senior author
4. Prepare reports on research findings
5. Acquire funding to support an independent research program

Other research duties may include:

1. Manage the budget and the project according to sound management principles
2. Supervise employees paid on the budget
3. Write and submit progress reports to funding agencies
4. Train, consult with, and advise graduate students and post-doctoral researchers with regard to experimental design and data analysis of studies conducted in his or her area of expertise

## 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 give research presentations at national and international scientific meetings. When appropriate, the candidate may be requested to coordinate seminars and laboratory meetings.

## III. UNIVERSITY AND PUBLIC SERVICE ( \_\_ %)

University and Public Service is required for the Associate and Full Title ranks. The candidate will engage in University service activities such as guest lecturing and committee service. Teaching full classroom courses is not an expectation of this position. The candidate will also engage in public outreach activities that include presenting scientific research results to the general public and providing relevant advice to individuals or public agencies.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date