

POSITION DESCRIPTION – PROJECT SCIENTIST SERIES (APM 311, UCD 311), all ranks
SAMPLE POSITION DESCRIPTION AND TEMPLATE FOR APPOINTMENT

REFERENCES:

APM 311 <http://www.ucop.edu/acadadv/acadpers/apm/apm-311.pdf>
UCD 220AF <http://manuals.ucdavis.edu/apm/220AF.htm>

Appointment Checklist for Project Scientist series
<http://academicpersonnel.ucdavis.edu/forms/forms.cfm#checklists>

Academic Federation FAQs
<http://academicpersonnel.ucdavis.edu/AF%20FAQs/AF%20FAQs%20MAIN.htm>

SAMPLE POSITION DESCRIPTION

(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 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 his/her academic discipline. The appointee possesses the subject matter expertise and the creative energy necessary to function at a high level of competence. The appointee will participate in activities to increase, improve, or upgrade competency. Appointees with Project (e.g., Scientist) titles may engage in University and public service. They do not have teaching responsibilities. Although the Project Scientist is expected to work independently under the general guidance of an academic member with an independent research program (i.e., Professor, Professional Researcher, Specialist in Cooperative Extension, etc), he/she is not required to develop an independent research program or reputation. He/she will carry out research or creative programs with supervision by an individual in an academic title that carries with it automatic Principal Investigator status. The Project Scientist does not usually serve as a Principal Investigator but may do so by exception.

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.

Supervisor's Signature

Employee's Signature

Date

POSITION DESCRIPTION – PROJECT SCIENTIST SERIES TEMPLATE

MAJOR RESPONSIBILITIES AND DESIGNATED AREAS OF EXPERTISE:

I. RESEARCH IN SPECIALIZED AREAS (% EFFORT)

Research activity (%)

Publication (%)

Grant Acquisition (%)

II. PROFESSIONAL COMPETENCE AND ACTIVITY (% EFFORT)

III. UNIVERSITY AND PUBLIC SERVICE (% EFFORT)

Supervisor's Signature

Employee's Signature

Date