

## The Research Associate Track

Current Write-Up <sup>1</sup>	Proposed Write-Up
<p><b>Hiring</b></p> <p>Appointments of senior research associates and research associates require the Ph.D. (or the equivalent terminal degree in the discipline) in a field appropriate to the position. With the approval of the dean the M.D. or D.V.M. may be accepted in lieu of the Ph.D.</p> <p>These titles reflect salaried positions that are subject to affirmative action regulations.</p>	<p><b>Hiring</b></p> <p>Appointments of senior research associates and research associates require the Ph.D. (or the equivalent terminal degree in the discipline) in a field appropriate to the position. With the approval of the dean the M.D. or D.V.M. may be accepted in lieu of the Ph.D.</p> <p>Clarity is important at the time of hire. The following should be detailed in the appointment letter: opportunities for the supervision of graduate students and other researchers; anticipated service on committees; involvement in relevant centers and programs; opportunities for professional development; the level of administrative support; implications of having a 12-month salary (if relevant); annual performance reviews and other feedback mechanisms; participation in unit/group meetings; and proposal writing. A link to the information in this document should also be provided.</p> <p>Letters of recommendation and interviews with the research group should be part of the hiring process. The details are for the colleges to decide, publish, and enforce.</p> <p>These titles reflect salaried positions that are subject to affirmative action regulations.</p>
<p><b>Appointment Length and Renewability</b></p> <p>Appointments of research associates are for periods of no more than three years and are renewable. Appointments of senior research associates are for periods of no more than five years and are renewable.</p> <p>Appointments are subject to the availability of funds, although notice provisions for non-renewal or for early termination of appointment pertain.</p>	<p><b>Appointment Length and Renewability</b></p> <p>Appointments of research associates are for periods of no more than three years and are renewable. Appointments of senior research associates are for periods of no more than five years and are renewable.</p> <p>Appointments are subject to the availability of funds, although notice provisions for non-renewal or for early termination of appointment pertain.</p>

<sup>1</sup> To facilitate comparison with what is being proposed, the [actual title description](#) that exists in the Faculty Handbook has been chopped into sections, given section names, and reordered. That's what you see in the first column.

<p>When the position is supported by non-university funds, the offering letter must state that the appointment/reappointment may be terminated or modified if funding is withdrawn or reduced.</p>	<p>When the position is supported by non-university funds, the offering letter must state that the appointment/reappointment may be terminated or modified if funding is withdrawn or reduced.</p>
<p><b>Research Associate Responsibilities</b></p> <p>Research associates contribute, in collaboration with a principal investigator or faculty sponsor, to the design and implementation of research projects or programs.</p> <p>Their specific duties may include, but are not limited to, planning, conducting, and reporting original research; designing, constructing, or operating highly complex research apparatus; and supervising the research operations of a laboratory or facility.</p> <p>Research associates informally participate in graduate research training, but they may not be members of graduate committees, except as ad hoc additional, supplementary members.</p> <p>Research associates normally have no responsibilities for formal teaching but may participate in seminars or specialized portions of courses to an extent consistent with the terms of the funding of the position.</p>	<p><b>Research Associate Responsibilities</b></p> <p>Research associates contribute, in collaboration with a principal investigator or faculty sponsor, to the design and implementation of research projects or programs.</p> <p>Their specific duties may include, but are not limited to, planning, conducting, and reporting original research; designing, constructing, or operating highly complex research apparatus; and supervising the research operations of a laboratory or facility.</p> <p>Research associates informally participate in graduate research training, but they may not be members of graduate committees, except as ad hoc additional, supplementary members.</p> <p>Research associates normally have no responsibilities for formal teaching but may participate in seminars or specialized portions of courses to an extent consistent with the terms of the funding of the position.</p>
<p><b>Senior Research Associate Responsibilities</b></p> <p>Senior Research Associates are members of the research staff with a very high degree of experience and training in research. They have made extensive contributions to the scholarly discipline.</p> <p>Senior Research Associates normally are responsible to a member of the faculty but may serve, within certain limitations, as principal investigator on a grant or contract. They are responsible for independently designing and implementing research projects or programs.</p> <p>Their specific duties may include, but are not limited to, planning, conducting, and reporting on original research; designing, constructing, or operating state-of-the-art research apparatus; and supervising the overall research operations of a laboratory or facility. They may serve as minor members on graduate students' special committees.</p>	<p><b>Senior Research Associate Responsibilities</b></p> <p>Senior Research Associates (SRAs) are assumed to have a high degree of experience and training in research. An SRA is typically responsible to a member of the professorial staff with whom they collaborate to secure external funding. An accomplished SRA can serve as a principal investigator on a research contract. Regardless of the SRA's level of independence, there needs to be a documented oversight plan that involves the unit head and/or a research collaborator.</p> <p>The specific duties may include, but are not limited to, planning, conducting, and reporting on original research; designing, constructing, or operating state-of-the-art research apparatus; and supervising the overall research operations of a laboratory or facility. Depending on the overall organization of their research group, an SRA may lead or assist with the supervision Research Associates, Post Docs, graduate students, and professional students. They can serve as a minor member on a graduate student's special committee.</p> <p>An SRA may teach courses that are aligned with their research expertise, but care must be exercised to ensure that the commitment is consistent with the terms of the</p>

<p>They usually have extensive contacts with graduate students and informally guide their research.</p> <p>Although Senior Research Associates may teach courses consistent with the terms of the funding of the position, normally they do not teach.</p>	<p>external funding source and the details of the appointment. The financial and percent-of-effort ramifications associated with the teaching commitment need to be documented. Service commitments to the unit, college, and university must also be carefully monitored to ensure compliance with the arrangement made with external funding source.</p>
<p><b>Annual Reviews</b></p> <p>[Nothing]</p>	<p><b>Annual Reviews</b></p> <p>Once a year there should be a meeting with the head of the research group/unit at which time there should be a frank discussion about successes and concerns relative to the description of the position. Anticipated changes in the job description need to be discussed especially if the changes have a bearing on compensation, renewal, and promotion. A brief written record of the review is required.</p>
<p><b>Renewal Process</b></p> <p>Reappointment is based on quality of performance and the availability of work and funds.</p>	<p><b>Renewal Process</b></p> <p>Reappointment is based on quality of performance and the availability of work and funds. It is an occasion to discuss the prospects for promotion.</p> <p>In the event of termination, these <a href="#">guidelines</a> apply .</p>
<p><b>Promotion Process</b></p> <p>Individuals may be appointed directly to the senior research associate title or be promoted to it from the position of research associate. To initiate a promotion review, the head of the research program asks the candidate to supply a personal statement of past research accomplishments and future goals together with a curriculum vitae that includes publications, honors and awards, service to professional organizations, and other relevant professional activities. These materials must accompany a covering letter from the head of the research program to the chair or director. The letter should address the candidate's performance, contributions to scholarship, and standing in the field. The department chair or the director solicits letters of recommendation from known experts (at Cornell and/or elsewhere) who provide candid, confidential assessments of the candidate's achievements. The chair or director then forwards the dossier and makes a written recommendation, either positive or negative, to the dean or the vice provost for research for final disposition</p>	<p><b>Promotion Process</b></p> <p>Individuals may be appointed directly to the senior research associate title or be promoted to it from the position of research associate. To initiate a promotion review, the head of the research program asks the candidate to supply a personal statement of past research accomplishments and future goals together with a curriculum vitae that includes publications, honors and awards, service to professional organizations, and other relevant professional activities. These materials must accompany a covering letter from the head of the research program to the chair or director. The letter should address the candidate's performance, contributions to scholarship, and standing in the field. The department chair or the director solicits letters of recommendation from known experts (at Cornell and/or elsewhere) who provide candid, confidential assessments of the candidate's achievements. The chair or director in consultation with the tenured faculty and the pool of current senior research associates then forwards the dossier and a recommendation (positive or negative), to the dean or the vice provost for research for final disposition</p>

**Rights, Restrictions, and Opportunities**

Senior Research Associates and Research Associates are not members of the University Faculty.

Senior Research Associates are nonvoting members of their college or school faculty unless given the right to vote by the particular faculty. Each college or school faculty, at its discretion, may grant voting or non-voting membership to Research Associates.

The Senior Research Associate and Research Associate titles reflect academic positions and should not be used for those whose positions are primarily administrative, even if the responsibilities of the position include research

**Rights, Restrictions, and Opportunities**

Research Associates and Senior Research Associates are members of the RTE Faculty.

Senior Research Associates have University Voting Rights. [Details.](#)

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The Senior Research Associate and Research Associate titles reflect academic positions and should not be used for those whose positions are primarily administrative, even if the responsibilities of the position include research

With the approval of their unit head, Senior Research Associates may be authorized to serve as a principal investigator, co-principal investigator, or project director. [Details.](#)

With the approval of their unit head and associate dean for research, Research Associates may be authorized to serve as a principal investigator, co-principal investigator, or project director. [Details.](#)

Senior Research Associates can serve on special committees (including as chairs) for PhD students and Masters students. [Details.](#)

Research Associates and Senior Research Associates may be eligible for professional development leave. See [Policy 6.2.1 \(Leaves for Professors and Academic Staff\)](#).