This document describes the professional series entitled Research Assistant. This is a career path that a fully qualified and competent professional might follow to provide lifetime employment, or could lead to other career paths such as Research Associate. These are guidelines and are not intended to be all inclusive of the duties of a Research Assistant, the capabilities of individual incumbents, or absolute criteria for advancement. Individual laboratories may have specialized needs or requirements that may supplement or modify these criteria.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Definition</th>
<th>Developing Professional</th>
<th>Seasoned Professional</th>
<th>Principal Research Assistants</th>
<th>Career Professional</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Thumbnail</strong></td>
<td>Brief explanation of the essence of the job</td>
<td></td>
<td>Assist with the coordination of laboratory projects or research studies in a particular discipline</td>
<td>Organizes, executes and controls laboratory projects and research studies</td>
<td></td>
</tr>
<tr>
<td><strong>“Short Test” For Classification</strong></td>
<td>Key job characteristics that significantly differentiate one level from another</td>
<td>Degreed in profession/field or equivalent level of knowledge</td>
<td>Makes independent contributions to projects and studies based on professional training or functional experience</td>
<td>An expert in most conventional aspects of experimental research studies of a particular discipline</td>
<td></td>
</tr>
<tr>
<td><strong>Basis for progress through this level</strong></td>
<td>Requisite capabilities that are demonstrated consistently before advancement can be considered</td>
<td>Continuously demonstrates increasing independence and decreasing need for work direction to succeed in an ever-widening range of projects and studies</td>
<td>Demonstrates ability to improve current methods and evaluate innovative techniques</td>
<td>Demonstrates expert professional capabilities and project/study leadership</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Possesses a compelling “track record” of successful, complex assignments, accomplished with independence and creativity</td>
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</tr>
</tbody>
</table>

- Research Assistant Competency Checklist (RACC)

- New Promotion Transfer

- Name
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<tr>
<th>Criteria</th>
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<th>Research Assistants Developing Professional</th>
<th>Senior Research Assistants Seasoned Professional</th>
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| Knowledge/Experience | Characteristics that describe the nature of the knowledge and experience required to perform the job successfully | ○ Entry-level professional  
 ○ Knows fundamental concepts of a particular field or research discipline  
 ○ Possesses university degree or equivalent level of knowledge                                                                 | ○ Independently evaluates and selects techniques, procedures and criteria  
 ○ Uses professional judgment to assist with the management of projects/studies or resolve problems                                                                 | ○ Manages complex projects/studies  
 ○ Applies expertise to develop research protocols  
 ○ Provides formative technical and/or functional direction to other professionals  
 ○ Advances the research effort through contributions to publication and presentations                                                                 |
| Research Skills    | Skills needed to conduct critical and exhaustive investigation and experimentation | ○ Performs experiments and records data according to research protocols  
 ○ Might perform statistical and graphical analysis of data  
 ○ Interprets data and assists in judging validity of data                                                                 | ○ Analyzes research results  
 ○ Organizes data search and analysis procedures  
 ○ Assists in establishing test controls, criteria and research standards  
 ○ Assists with the design of complex data processing systems to analyze research data                                                                 | ○ Organizes and executes complex and varied experimental activities  
 ○ Establishes test controls, criteria and research standards  
 ○ Develops set-up, verifies new procedures, and modified current experiments in the laboratory  
 ○ Evaluates innovative techniques  
 ○ Design complex data processing systems to analyze research data                                                                 |
| Communication Skills | Key skills needed to transmit information to others directly or indirectly | ○ Summarizes test results  
 ○ Responds to concrete project/study questions specifically related to the work performed                                                                 | ○ Assists in the preparation of research papers, grants and other documents for publication  
 ○ Advises staff on methods and procedures  
 ○ Explains technical information                                                                 | ○ Contributes material for reports, publications, journal articles, abstracts and grants  
 ○ Discusses relevant insights about experimental results and provides useful recommendations and analysis                                                                 |
| Interaction with Others | Key interpersonal requirements needed to accomplish work | ○ Responsible for the timeliness and quality of own work assignments as it relates to timeliness and quality of team work | ○ Interfaces well with other professionals and technicians on projects/studies                                                                 | ○ Manages research teams within one's research discipline  
 ○ Instructs/teaches others                                                                 |
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<td>Impact/Consequence</td>
<td>Accountability parameters of the job</td>
<td>○ Responsible for successfully completing assigned tasks ○ Applies research principles for less complex assignments</td>
<td>○ Accomplishes assigned results for projects/studies, or for significant aspects of larger, complex assignments</td>
<td>○ Researches project/study approach options and plans best course of action ○ Ensures timeliness and integrity of research</td>
</tr>
<tr>
<td>Work Complexity</td>
<td>Characteristics that define the demands of the job</td>
<td>○ Performs assigned research ○ Works under guidance of a more experienced professional ○ Meets assigned deadlines</td>
<td>○ Performs a broad range of work with minimal supervision ○ Entails involvement in a number of research projects/studies ○ Understands interdependency of deadlines on multiple projects and acts to preserve integrity of others’ deadlines and overall project/study progress and success</td>
<td>○ Makes critical contributions to managing and solving complex, and/or large technical challenges ○ Takes a comprehensive approach to identifying problems, understanding implications, and creating solutions that support overall project/study progress and success</td>
</tr>
<tr>
<td>Guidance/Supervision Received</td>
<td>The degree of oversight and instruction required or received from others</td>
<td>○ Relies on more experienced staff ○ Most work is subject to frequent review</td>
<td>○ May receive technical guidance on more complex research issues ○ Reports progress to supervisor according to project plans, or based on employee’s discretion</td>
<td>○ Independently performs assignments based on general guidance from management ○ Informs management of progress as scheduled and/or on a need-to-know basis</td>
</tr>
</tbody>
</table>

**Signatures:**

Employee/Date

Supervisor/Date

Department Head/Date

Faculty Affairs/Date