

**CLASSIFICATION OF RESEARCH PERSONNEL  
SHORT-TERM APPOINTMENTS  
Final – May 12, 2006**

Research Associates are full time professional research staff members who are working with a faculty mentor for a limited time to gain the experience necessary to move into an independent career. There are four research associate positions, as listed below.

<b><u>Position</u></b>	<b><u>Degree and Experience Guidelines</u></b>	<b><u>Funding/Description of Position</u></b>
Post-Doctoral Research Associate (Includes specific titles such as NIH postdoctoral trainee or holders of postdoctoral fellowships awarded to individuals who choose to work with a Lehigh faculty mentor)	PhD, EdD or equivalent	Performing original research in collaboration with a mentor who must be a full-time Lehigh faculty member. Funded from external <sup>1</sup> and/or Lehigh <sup>2</sup> sources for up to five years in total. The supporting grant is the responsibility of the mentor. Should be encouraged to initiate own research and act as PI/co-PI on federal and other major grant applications. If research associate stays at Lehigh for more than five years, he/she must transfer to an RS/RE position (see long-term appointments) <sup>3</sup>
Pre-doctoral Research Associate	MS/MA or BS/BA degree or equivalent	Researcher whose primary responsibility is to help a faculty member pursue his/her scholarly activities. The Associate may be pursuing a higher degree. The supporting grant is the responsibility of the mentor, who must be a full-time Lehigh faculty member <sup>3</sup> .  <i>The Research Associate positions above (non-visiting) receive the same benefits as the University's Exempt Staff except that they receive 10 days paid leave in lieu of accrued vacation benefits.</i>
Visiting Research Associate/Engineer Scientist/Scholar	Must be an established researcher, i.e., must have at least five years post-doctoral (or equivalent academic /industrial) experience outside Lehigh. Visiting research engineers must have Professional Engineer (PE status)	Visiting Lehigh to collaborate with a faculty member on research projects of mutual interest. Funded from external <sup>1</sup> and/or Lehigh <sup>2</sup> sources for a maximum of two years in total at Lehigh
Visiting Pre-doctoral Research Associate	MS/MA or BS/BA degree or equivalent	Visiting researcher/graduate student whose primary responsibility is to help a faculty member pursue his/her scholarly activities.

The supporting grant is the responsibility of the mentor, who must be a full-time Lehigh faculty member<sup>3</sup> Funded from external<sup>1</sup> and/or Lehigh<sup>2</sup> sources for a maximum of two years in total at Lehigh

*The Visiting positions described above are not eligible for University-provided benefits but may purchase health insurance from the University.*<sup>4</sup>

Since all research associates are short-term appointments generally supported by soft money raised by the faculty mentor, pay raise(s) are at the discretion of the mentor, based on performance at the end of each year, assuming the funding for the raise is available through the supporting grant(s). Start and finish dates must be specified in appointment letters.

Exceptions to these requirements with appropriate justification may be sought via the appropriate Dean. Changes in benefits must be approved by HR.

<sup>1</sup> “External sources” means the individual brings his/her own funds to work at Lehigh.

<sup>2</sup> “Lehigh sources” include federal, state, industrial, foundation and other grants/contracts administered by Lehigh, as well as Lehigh’s own sources.

<sup>3</sup> Benefits for post-doctoral research associates are required to be funded from the EB in the supporting grant(s). Salaries are to be determined by reference to national scales; they will vary by discipline.

<sup>4</sup> Must be offered additional salary equal to the amount the University contributes for benefits: eligible faculty and staff to support the purchase of health benefits if the position is funded for more than three months from Lehigh sources. If health benefits are waived by the visitor, the unused budget for the health benefits may be used to support the visitor or the visitor’s work in other ways proposed and approved by the faculty host, department/center, or the project sponsor.