

Academic Research Job Family Matrix

JOB ATTRIBUTE	JOB ATTRIBUTE DESCRIPTION
DESCRIPTION OF JOB-CRITICAL SKILLS / ABILITIES	
Job Summary / Primary Purpose	Brief summary of the job that states the general nature, level & purpose of the job (job essence). The summary, if applicable, should also indicate the supervisory responsibilities including the titles and levels of those reporting to the position.
Key Responsibilities / Essential Functions	Provides the What, How and Why of the job to establish the level of responsibility. Describe current functions in order of importance. All functions must support the stated Primary Purpose.
WORKING CONDITIONS / ADDITIONAL REQUIREMENTS (if applicable)	
Working conditions	Indicate whether the job requires exposure to such conditions, as: radiation, carcinogens, lasers, animal contact, infective agents, toxic chemicals, human/animal tissue/fluid, etc. If the working conditions are essential distinctions for the job, describe the physical work environment in which the work is to be performed (e.g., lab).
Additional requirements	Indicate if a pre-employment physical examination, licence or special training is required. E.g., some jobs may require working night shifts, heavy lifting, frequent travel.
POSITION REQUISITES (Entered by Payroll Coordinator)	
Salary Grade	Salary Grade is 00 for these positions
Employment Code (RD, OT)	RD, OT (if < 9 months assignment duration.) If grant ends in less than 9 months, but will likely be renewed, use RD and an assignment duration of 12 months.
Level 2 Code (FY, MD, NC, OT)	Regular paid employees: Charles River = FY, Medical Campus = MD; Non-compensated employees = NC; Temporary employees = OT (used with OT employment code).
Campus	Specifies the campus location. Charles River, Medical Campus
Object Code	0900, 0901 (regular part-time and/or < 9 mo assignment duration)
BU Job Code	Specifies the Boston University Job Group; 321 for these positions
FLSA status (exempt / non-exempt)	These research positions are all either exempt or FLSA status is not applicable. Incumbents in exempt jobs are not eligible for overtime pay.
Union Status (represented / non-represented)	These research jobs are non-represented (NREP).
ELIGIBILITY	
Degrees	Degree required or a combination of related education and practical experience
Experience	Minimum educational background and years of related work experience required. Indicate required professional accomplishments, e.g., unique scholarly or other technical contributions to research projects, scholarly recognition, excellence in the leadership of projects, etc.
Relevant Accomplishments	
Skills and critical abilities	Level of competency or proficiency needed for task performance, critical abilities necessary to perform the job. Please elaborate on Ability to generate and develop concepts independently, conduct independent research, contribute to design and execution of experiments; Decision making and judgment; Supervision received / Supervision exercised; Technical/professional skills and expertise; etc. Describe the nature of contact/interaction of the job, such as “works collaboratively with...”, “serves as project leader”
APPOINTMENT SPECIFICATIONS	

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Conditions of employment (contingencies)	Define contingencies, if any. E.g., contingent on availability of consequent funding
Suggested immigration classification (if University sponsorship is required)	See BU/ISSO immigration sponsorship policies etc at: http://www.bu.edu/isso/administrators/index.html
Funding type: training grant, research grant, unrestricted	Indicate if funded by training grant, research grant, or unrestricted funding
Form of payment: stipend, payroll, not-paid	Indicate if Stipend, payroll, not-paid
BU employee / non-employee	Indicate if Employee (paid) or Non-Employee (stipend or non-paid)
Appointment duration (number of years)	Specify maximum number of years allowed for appointment or indefinite duration
Assignment duration (number of months per year)	Specify Number of months per year
Time % - Fraction of Full Time Effort	Time % defines if the job is full-time or part-time. 100% Time attributes to a full-time job. Indicate the min. and max. possible Time% for the job
Limitation on time in rank	Indicate if appointment to this rank is with or without term
Periodic review -- merit, performance, salary	Indicate timing of annual performance review and merit increase, and who conducts the annual review
Periodic review -- reappointment	Indicate periodic reappointment review frequency, timing and who conducts the review, e.g.: every four years, effective the appointment anniversary date.
Notice of termination	Indicate if Notice of Termination is required, and how much in advance. Elaborate on specifics, if any
Funding backup source	Indicate, if applicable
Principal Investigator eligibility	Conditions of eligibility to serve as PI on a University project
Consulting privileges	Describe consulting privileges, if any
APPOINTMENT PROCESS	
Who initiates	Indicate who initiates the appointment process
Who concurs	Indicate who concurs the appointment process
Who approves	Indicate who approves the appointment process
Search procedures	What search procedures apply; generally not applicable
BENEFITS ELIGIBILITY	
Defined by	Indicate if defined by Institutional Policy or Fellowship Requirements
Health/Dental insurance	No or None, or indicate benefits provided; "employee benefits" means benefits as provided to grades 73 and above per institutional policy.
Sick time (paid)	"
Vacation	"
Leave of absence (unpaid)	"
Retirement benefits	"
Tuition remission	"
Life insurance	"
Disability insurance (LT, ST)	"
ORIENTATION	
Who orients new individuals	Who is responsible for orienting the new BU affiliate -- e.g. department, or HR