

ACADEMIC RESEARCH JOB TITLE	Visiting Researcher
DESCRIPTION OF JOB-CRITICAL SKILLS / ABILITIES	
Job Summary / Primary Purpose	An uncompensated member of the University community who participates in and contributes to its research programs and scholarly projects.
Key Responsibilities / Essential Functions	not applicable
WORKING CONDITIONS / ADDITIONAL REQUIREMENTS (if applicable)	
Working conditions	not applicable
Additional requirements	not applicable
POSITION REQUISITES (entered by Payroll Coordinator)	
Salary Grade	not applicable
Employment Code (RD, OT)	RD
Level 2 Code (FY, MD, NC, OS, OT)	NC
Campus CR / MD	Charles River, Medical Campus
Object Code	not applicable
BU Job Code	not applicable
FLSA status (exempt / non-exempt)	not applicable
Union Status (represented / non-represented)	not applicable
ELIGIBILITY	
Degrees	minimum of (or current enrollment in) BA/BS or equivalent
Experience	not applicable
Relevant accomplishments	not applicable
Skills and critical abilities	not applicable
APPOINTMENT SPECIFICATIONS	
Conditions of employment (contingencies)	none
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	no unrestricted funding
Form of payment: stipend, payroll, not-paid	not-paid; eligible for per diem travel comp
BU employee / non-employee	non-employee
Appointment duration (number of years)	up to one year, renewable
Assignment duration (number of months per year)	up to 12 months
Time % - Fraction of Full Time Effort	variable
Limitation on time in rank	not applicable
Periodic review -- merit, performance, salary	not applicable
Periodic review -- reappointment	not applicable
Notice of termination	not applicable
Principal Investigator eligibility	Per University and College/School policy
Consulting privileges	No
APPOINTMENT PROCESS	
Who initiates	Faculty member
Who concurs	Department head or center director
Who approves	Dean
Search procedures	No
BENEFITS ELIGIBILITY	
Health/Dental insurance	none
Sick time (paid)	none
Vacation	none
Leave of absence (unpaid)	none
Retirement benefits	none
Tuition remission	none
Life insurance	none
Disability insurance (LT, ST)	none
ORIENTATION	
Who orients new individuals	Department

ACADEMIC RESEARCH JOB TITLE	Visiting Fellow
DESCRIPTION OF JOB-CRITICAL SKILLS / ABILITIES	
Job Summary / Primary Purpose	A short-term, compensated member of the University community who participates in and contributes to its research programs and scholarly projects.
Key Responsibilities / Essential Functions	not applicable
WORKING CONDITIONS / ADDITIONAL REQUIREMENTS (if applicable)	
Working conditions	not applicable
Additional requirements	not applicable
POSITION REQUISITES (entered by Payroll Coordinator)	
Salary Grade	00
Employment Code (RD, OT)	RD, OT(if < 9 months assignment duration)
Level 2 Code (FY, MD, NC, OS, OT)	FY, MD, OT
Campus CR / MD	Charles River, Medical Campus
Object Code	0900, 0901
BU Job Code	321
FLSA status (exempt / non-exempt)	exempt
Union Status (represented / non-represented)	non-represented
ELIGIBILITY	
Degrees	minimum of (or current enrollment in) BA/BS or equivalent
Experience	not applicable
Relevant accomplishments	not applicable
Skills and critical abilities	not applicable
APPOINTMENT SPECIFICATIONS	
Conditions of employment (contingencies)	none
Suggested immigration classification (if University sponsorship is required)	J -1 Exchange Visitor status, if applicable. See BU/ISSO immigration sponsorship policies etc at: http://www.bu.edu/isso/administrators/index.html
Funding type: training grant, research grant, unrestricted	research grant or unrestricted funds
Form of payment: stipend, payroll, not-paid	payroll
BU employee / non-employee	employee
Appointment duration (number of years)	up to one year, renewable
Assignment duration (number of months per year)	up to 12 months
Time % - Fraction of Full Time Effort	variable
Limitation on time in rank	not applicable
Periodic review -- merit, performance, salary	not applicable
Periodic review -- reappointment	not applicable
Notice of termination	not applicable
Principal Investigator eligibility	Per University and College/School policy
Consulting privileges	No
APPOINTMENT PROCESS	
Who initiates	Faculty member
Who concurs	Department head or center director
Who approves	Dean
Search procedures	N/A
BENEFITS ELIGIBILITY	
Health/Dental insurance	Please refer to HR Website or Benefits Handbook
Sick time (paid)	institutional policy for employees of Grade 73 and above
Vacation	institutional policy for employees of Grade 73 and above
Leave of absence (unpaid)	institutional policy for employees of Grade 73 and above
Retirement benefits	Please refer to HR Website or Benefits Handbook
Tuition remission	Please refer to HR Website or Benefits Handbook
Life insurance	Please refer to HR Website or Benefits Handbook
Disability insurance (LT, ST)	Please refer to HR Website or Benefits Handbook
ORIENTATION	
Who orients new individuals	Department

ACADEMIC RESEARCH JOB TITLE	Research Fellow
DESCRIPTION OF JOB-CRITICAL SKILLS / ABILITIES	
Job Summary / Primary Purpose	A compensated member of the University community who participates in and contributes to its research programs and scholarly projects; has a Master's degree or equivalent (including All-But-Dissertation status)
Key Responsibilities / Essential Functions	As determined by the nature and requirements of the research program. Can include: development of experimental equipment or protocols; collection and analysis of data.
WORKING CONDITIONS / ADDITIONAL REQUIREMENTS (if applicable)	
Working conditions	May involve exposure to laboratory conditions
Additional requirements	May require special training/qualifications/certification, or a pre-placement physical exam; may require travel or irregular work schedules
POSITION REQUISITES (entered by Payroll Coordinator)	
Salary Grade	00
Employment Code (RD, OT)	RD, OT(if < 9 months assignment duration)
Level 2 Code (FY, MD, NC, OS, OT)	FY, MD, OT
Campus CR / MD	Charles River, Medical Campus
Object Code	0900, 0901
BU Job Code	321
FLSA status (exempt / non-exempt)	exempt
Union Status (represented / non-represented)	non-represented
ELIGIBILITY	
Degrees	MS/MA
Experience	
Relevant accomplishments	
Skills and critical abilities	
APPOINTMENT SPECIFICATIONS	
Conditions of employment (contingencies)	may be contingent on availability of grant funds
Suggested immigration classification (if University sponsorship is required)	J -1 Exchange Visitor status. See BU/ISSO immigration sponsorship policies etc at: http://www.bu.edu/isso/administrators/index.html
Funding type: training grant, research grant, unrestricted	research grant or unrestricted funds
Form of payment: stipend, payroll, not-paid	payroll
BU employee / non-employee	employee
Appointment duration (number of years)	up to three years, typically minimum one year, renewable
Assignment duration (number of months per year)	up to 12 months
Time % - Fraction of Full Time Effort	typically 100%
Limitation on time in rank	not applicable
Periodic review -- merit, performance, salary	annual
Periodic review -- reappointment	at least every three years
Notice of termination	not applicable
Principal Investigator eligibility	Per University and College/School policy
Consulting privileges	No
APPOINTMENT PROCESS	
Who initiates	Faculty member
Who concurs	Department head or center director
Who approves	Dean
Search procedures	N/A
BENEFITS ELIGIBILITY	
Health/Dental insurance	Please refer to HR Website or Benefits Handbook
Sick time (paid)	employee benefits
Vacation	employee benefits
Leave of absence (unpaid)	employee benefits
Retirement benefits	Please refer to HR Website or Benefits Handbook
Tuition remission	Please refer to HR Website or Benefits Handbook
Life insurance	Please refer to HR Website or Benefits Handbook
Disability insurance (LT, ST)	Please refer to HR Website or Benefits Handbook
ORIENTATION	
Who orients new individuals	HR

ACADEMIC RESEARCH JOB TITLE	Postdoctoral Fellow (NON-EMPLOYEE)
DESCRIPTION OF JOB-CRITICAL SKILLS / ABILITIES	
Job Summary / Primary Purpose	An individual supported on an externally-funded training grant and engaged in a temporary and defined period of mentored advanced training and professional development following completion of a doctoral degree program. Not a BU employee.
Key Responsibilities / Essential Functions	Pursue advanced training and professional development in research/teaching. No services can be required of fellows by virtue of their appointment and their stipends do not constitute payment of salary for services rendered. Not a BU employee.
WORKING CONDITIONS / ADDITIONAL REQUIREMENTS (if applicable)	
Working conditions	May involve exposure to laboratory conditions
Additional requirements	May require special training/qualifications/certification, or a pre-placement physical exam; may require travel or irregular work schedules
POSITION REQUISITES (entered by Payroll Coordinator)	
Salary Grade	not applicable
Employment Code (RD, OT)	not applicable
Level 2 Code (FY, MD, NC, OS, OT)	not applicable
Campus CR / MD	Charles River, Medical Campus
Object Code	not applicable
BU Job Code	not applicable
FLSA status (exempt / non-exempt)	not applicable
Union Status (represented / non-represented)	not applicable
ELIGIBILITY	
Degrees	doctoral degree or equivalent
Experience	defined by specific training program
Relevant accomplishments	defined by specific training program
Skills and critical abilities	defined by specific training program
APPOINTMENT SPECIFICATIONS	
Conditions of employment (contingencies)	not applicable -- Postdoctoral Fellows are not employees
Suggested immigration classification (if University sponsorship is required)	J -1 Exchange Visitor status. See BU/ISSO immigration sponsorship policies etc at: http://www.bu.edu/isso/administrators/index.html
Funding type: training grant, research grant, unrestricted	typically, federal training grants: T32 (institutional), F32 (indiv)
Form of payment: stipend, payroll, not-paid	stipend (947)
BU employee / non-employee	non-employee
Appointment duration (number of years)	up to three years, typically minimum one year, renewable
Assignment duration (number of months per year)	typically 12 months
Time % - Fraction of Full Time Effort	typically 100%
Limitation on time in rank	5 years
Periodic review -- merit, performance, salary	annual training performance review
Periodic review -- reappointment	typically three months prior to end of appointment period, when applicable
Notice of termination	not applicable
Principal Investigator eligibility	No
Consulting privileges	No
APPOINTMENT PROCESS	
Who initiates	Faculty member
Who concurs	Department head or center director
Who approves	Dean
Search procedures	N/A
BENEFITS ELIGIBILITY	
Health/Dental insurance	defined by Training Grant -- example, NIH: \$7,850 institutional allowance.
Sick time (paid)	as allowable per NIH guidelines: up to 15 days per calendar year
Vacation	as allowable per NIH guidelines
Leave of absence (unpaid)	None
Retirement benefits	None
Tuition remission	None
Life insurance	None
Disability insurance (LT, ST)	None
ORIENTATION	
Who orients new individuals	Department

ACADEMIC RESEARCH JOB TITLE	Postdoctoral Associate
DESCRIPTION OF JOB-CRITICAL SKILLS / ABILITIES	
Job Summary / Primary Purpose	An individual who has received a doctoral degree or equivalent and is engaged in a temporary and defined period of mentored scholarly development or research. Typically an entry-level postgraduate appointment.
Key Responsibilities / Essential Functions	Pursue advanced training and professional development in research/teaching, like a Postdoctoral Fellow, but distinguished by being a BU employee with assigned duties.
WORKING CONDITIONS / ADDITIONAL REQUIREMENTS (if applicable)	
Working conditions	May involve exposure to laboratory conditions
Additional requirements	May require special training/qualifications/certification, or a pre-placement physical exam; may require travel or irregular work schedules
POSITION REQUISITES (entered by Payroll Coordinator)	
Salary Grade	00
Employment Code (RD, OT)	RD, OT (if < 9 months assignment duration)
Level 2 Code (FY, MD, NC, OS, OT)	FY, MD, OT
Campus CR / MD	Charles River, Medical Campus
Object Code	0900, 0901
BU Job Code	321
FLSA status (exempt / non-exempt)	exempt
Union Status (represented / non-represented)	non-represented
ELIGIBILITY	
Degrees	doctoral degree or equivalent
Experience	defined by specific research program
Relevant accomplishments	defined by specific research program
Skills and critical abilities	defined by specific research program
APPOINTMENT SPECIFICATIONS	
Conditions of employment (contingencies)	may be contingent on availability of funds
Suggested immigration classification (if University sponsorship is required)	J -1 Exchange Visitor status. See BU/ISSO immigration sponsorship policies etc at: http://www.bu.edu/isso/administrators/index.html
Funding type: training grant, research grant, unrestricted	Research grants (NSF, or NIH R, K, etc.) or unrestricted funds
Form of payment: stipend, payroll, not-paid	payroll
BU employee / non-employee	employee
Appointment duration (number of years)	up to three years, typically minimum one year, renewable
Assignment duration (number of months per year)	typically 12 months
Time % - Fraction of Full Time Effort	typically 100%
Limitation on time in rank	5 years
Periodic review -- merit, performance, salary	annual
Periodic review -- reappointment	typically three months prior to end of appointment period, when applicable
Notice of termination	not applicable
Principal Investigator eligibility	Per University and College/School policy
Consulting privileges	No
APPOINTMENT PROCESS	
Who initiates	Faculty member
Who concurs	Department head or center director
Who approves	Dean
Search procedures	N/A
BENEFITS ELIGIBILITY	
Health/Dental insurance	Please refer to HR Website or Benefits Handbook
Sick time (paid)	institutional policy for employees of Grade 73 and above
Vacation	institutional policy for employees of Grade 73 and above
Leave of absence (unpaid)	institutional policy for employees of Grade 73 and above
Retirement benefits	Please refer to HR Website or Benefits Handbook
Tuition remission	Please refer to HR Website or Benefits Handbook
Life insurance	Please refer to HR Website or Benefits Handbook
Disability insurance (LT, ST)	Please refer to HR Website or Benefits Handbook
ORIENTATION	
Who orients new individuals	HR

ACADEMIC RESEARCH JOB TITLE	Sr. Postdoctoral Associate
DESCRIPTION OF JOB-CRITICAL SKILLS / ABILITIES	
Job Summary / Primary Purpose	An individual who has received a doctoral degree or equivalent, must have a minimum of three years of postgraduate experience, and continues in a temporary and defined period of mentored scholarly development or research.
Key Responsibilities / Essential Functions	Continue advanced training and professional development in research/teaching, like a Postdoctoral Fellow, but distinguished by being a BU employee with assigned duties.
WORKING CONDITIONS / ADDITIONAL REQUIREMENTS (if applicable)	
Working conditions	May involve exposure to laboratory conditions
Additional requirements	May require special training/qualifications/certification, or a pre-placement physical exam; may require travel or irregular work schedules
POSITION REQUISITES (entered by Payroll Coordinator)	
Salary Grade	00
Employment Code (RD, OT)	RD, OT(if < 9 months assignment duration)
Level 2 Code (FY, MD, NC, OS, OT)	FY, MD, OS, OT
Campus CR / MD	Charles River, Medical Campus
Object Code	0900, 0901
BU Job Code	321
FLSA status (exempt / non-exempt)	exempt
Union Status (represented / non-represented)	non-represented
ELIGIBILITY	
Degrees	doctoral degree or equivalent
Experience	3 to 5 years of postdoctoral experience
Relevant accomplishments	defined by specific research program
Skills and critical abilities	defined by specific research program
APPOINTMENT SPECIFICATIONS	
Conditions of employment (contingencies)	may be contingent on availability of grant funds
Suggested immigration classification (if University sponsorship is required)	Varies. See BU/ISSO immigration sponsorship policies etc at: http://www.bu.edu/isso/administrators/index.html
Funding type: training grant, research grant, unrestricted	Research grants (NSF, or NIH R, K, etc.) or unrestricted funds
Form of payment: stipend, payroll, not-paid	payroll
BU employee / non-employee	employee
Appointment duration (number of years)	up to three years, typically minimum one year, renewable
Assignment duration (number of months per year)	typically 12 months
Time % - Fraction of Full Time Effort	typically 100%
Limitation on time in rank	5 years
Periodic review -- merit, performance, salary	annual
Periodic review -- reappointment	not applicable
Notice of termination	not applicable
Principal Investigator eligibility	Per University and College/School policy
Consulting privileges	No
APPOINTMENT PROCESS	
Who initiates	Faculty member
Who concurs	Department head or center director
Who approves	Dean
Search procedures	N/A
BENEFITS ELIGIBILITY	
Health/Dental insurance	Please refer to HR Website or Benefits Handbook
Sick time (paid)	institutional policy for employees of Grade 73 and above
Vacation	institutional policy for employees of Grade 73 and above
Leave of absence (unpaid)	institutional policy for employees of Grade 73 and above
Retirement benefits	Please refer to HR Website or Benefits Handbook
Tuition remission	Please refer to HR Website or Benefits Handbook
Life insurance	Please refer to HR Website or Benefits Handbook
Disability insurance (LT, ST)	Please refer to HR Website or Benefits Handbook
ORIENTATION	
Who orients new individuals	HR

ACADEMIC RESEARCH JOB TITLE	Research Scientist / Research Engineer / Academic Researcher
DESCRIPTION OF JOB-CRITICAL SKILLS / ABILITIES	
Job Summary / Primary Purpose	An individual who contributes to the research programs of the University under supervision of a Principal Investigator, and holds a post-graduate degree appropriate to the field of research, or an equivalent combination of education and advanced research experience as appropriate to the field of expertise.
Key Responsibilities / Essential Functions	As determined by the nature and requirements of the research program. Can include: development of experimental equipment or protocols; collection and analysis of data.
WORKING CONDITIONS / ADDITIONAL REQUIREMENTS (if applicable)	
Working conditions	May involve exposure to laboratory conditions
Additional requirements	May require special training/qualifications/certification, or a pre-placement physical exam; may require travel or irregular work schedules
POSITION REQUISITES (entered by Payroll Coordinator)	
Salary Grade	00
Employment Code (RD, OT)	RD, OT(if < 9 months assignment duration)
Level 2 Code (FY, MD, NC, OS, OT)	FY, MD, OT
Campus CR / MD	Charles River, Medical Campus
Object Code	0900, 0901
BU Job Code	321
FLSA status (exempt / non-exempt)	exempt
Union Status (represented / non-represented)	non-represented
ELIGIBILITY	
Degrees	doctoral degree or equivalent
Experience	specific to the field and/or project; may be a combination of education and high-level research activity
Relevant accomplishments	specific to the field and/or project
Skills and critical abilities	specific to the field or/and project: e.g. numerical modeling, programming, chemical synthesis/analysis, optical/nanomechanical expertise, bioinformatics, etc.
APPOINTMENT SPECIFICATIONS	
Conditions of employment (contingencies)	normally contingent on availability of grant funds
Suggested immigration classification (if University sponsorship is required)	Varies. See BU/ISSO immigration sponsorship policies etc at: http://www.bu.edu/isso/administrators/index.html
Funding type: training grant, research grant, unrestricted	Research grants (NSF, or NIH R, K, etc.) or unrestricted funds
Form of payment: stipend, payroll, not-paid	payroll
BU employee / non-employee	employee
Appointment duration (number of years)	term
Assignment duration (number of months per year)	typically 12 months
Time % - Fraction of Full Time Effort	typically 100%
Limitation on time in rank	not applicable
Periodic review -- merit, performance, salary	annual
Periodic review -- reappointment	at least every three years
Notice of termination	three months
Principal Investigator eligibility	Per University and College/School policy
Consulting privileges	No
APPOINTMENT PROCESS	
Who initiates	Faculty member
Who concurs	Department head or center director
Who approves	Dean
Search procedures	N/A
BENEFITS ELIGIBILITY	
Health/Dental insurance	Please refer to HR Website or Benefits Handbook
Sick time (paid)	institutional policy for employees of Grade 73 and above
Vacation	institutional policy for employees of Grade 73 and above
Leave of absence (unpaid)	institutional policy for employees of Grade 73 and above
Retirement benefits	Please refer to HR Website or Benefits Handbook
Tuition remission	Please refer to HR Website or Benefits Handbook
Life insurance	Please refer to HR Website or Benefits Handbook
Disability insurance (LT, ST)	Please refer to HR Website or Benefits Handbook
ORIENTATION	
Who orients new individuals	HR

ACADEMIC RESEARCH JOB TITLE	Sr. Research Scientist / Sr. Research Engineer / Sr. Academic Researcher
DESCRIPTION OF JOB-CRITICAL SKILLS / ABILITIES	
Job Summary / Primary Purpose	An individual with the qualifications of a Staff Scientist / Staff Researcher and having prior experience of at least five years. Will have a record of demonstrated ability to develop new concepts and/or to conduct independent research as evidenced by publications, patents, or other professional accomplishments.
Key Responsibilities / Essential Functions	As determined by the nature and requirements of the research program. Can include: development of new research projects; development of scientific instruments or research protocols; collection and analysis of data; applying for research grants; making significant contributions to published research; submitting patents.
WORKING CONDITIONS / ADDITIONAL REQUIREMENTS (if applicable)	
Working conditions	May involve exposure to laboratory conditions
Additional requirements	May require special training/qualifications/certification, or a pre-placement physical exam; may require travel or irregular work schedules
POSITION REQUISITES (entered by Payroll Coordinator)	
Salary Grade	00
Employment Code (RD, OT)	RD, OT(if < 9 months assignment duration)
Level 2 Code (FY, MD, NC, OS, OT)	FY, MD, OT
Campus CR / MD	Charles River, Medical Campus
Object Code	0900, 0901
BU Job Code	321
FLSA status (exempt / non-exempt)	exempt
Union Status (represented / non-represented)	non-represented
ELIGIBILITY	
Degrees	PhD or equivalent
Experience	at least five years of experience at the level of Research Scientist / Research Engineer / Staff Researcher or equivalent
Relevant accomplishments	specific to the field and/or project, with unique scholarly or other technical contributions to research projects
Skills and critical abilities	as for Research Scientist / Research Engineer / Staff Researcher, with the demonstrated ability to generate and develop concepts independently and to conduct independent research
APPOINTMENT SPECIFICATIONS	
Conditions of employment (contingencies)	normally contingent on availability of grant funds
Suggested immigration classification (if University sponsorship is required)	Varies. See BU/ISSO immigration sponsorship policies etc at: http://www.bu.edu/isso/administrators/index.html
Funding type: training grant, research grant, unrestricted	Research grants (NSF, or NIH R, K, etc.) or unrestricted funds
Form of payment: stipend, payroll, not-paid	payroll
BU employee / non-employee	employee
Appointment duration (number of years)	term
Assignment duration (number of months per year)	typically 12 months
Time % - Fraction of Full Time Effort	typically 100%
Limitation on time in rank	not applicable
Periodic review -- merit, performance, salary	annual
Periodic review -- reappointment	at least every three years
Notice of termination	three months
Principal Investigator eligibility	Per University and College/School policy
Consulting privileges	No
APPOINTMENT PROCESS	
Who initiates	Faculty member
Who concurs	Department head or center director
Who approves	Dean
Search procedures	N/A
BENEFITS ELIGIBILITY	
Health/Dental insurance	Please refer to HR Website or Benefits Handbook
Sick time (paid)	institutional policy for employees of Grade 73 and above
Vacation	institutional policy for employees of Grade 73 and above
Leave of absence (unpaid)	institutional policy for employees of Grade 73 and above
Retirement benefits	Please refer to HR Website or Benefits Handbook
Tuition remission	Please refer to HR Website or Benefits Handbook
Life insurance	Please refer to HR Website or Benefits Handbook
Disability insurance (LT, ST)	Please refer to HR Website or Benefits Handbook
ORIENTATION	
Who orients new individuals	HR