CASE WESTERN RESERVE UNIVERSITY School of Medicine

Research Associates/Senior Research Associates/Research Scientists

Overview

- Research Associate (RA), Senior Research Associate (SRA), and Research Scientist (RS) positions are staff positions managed by the SOM RA-SRA-RS Human Resources (HR) Team within the SOM Human Resources Office
- RA,SRA,RS positions are appointed staff members on a yearly appointment basis
- RA,SRA,RS positions are not assigned salary grades
- Individuals in these positions are expected to have terminal degrees, most commonly MD or PhD, or have highly specialized skills in technical areas
- RA,SRA,RS positions, ideally, should be fully funded on CWRU grants and/or serve in CWRU-funded research roles

Position Requirements

- Research Associate I (RA)
  - Education/Experience: Master's degree and a minimum of 5 years of related experience required. Or PhD, MD, or other terminal degree and 0 or more years of experience required
  - Minimum Salary: $55,000. Professional staff level (category 2) benefits
- Research Associate II (RA2)
  - Education/Experience: PhD, MD, or other terminal degree and a minimum of 3 years of related experience required
  - Minimum Salary: $62,000. Professional staff level (category 2) benefits
- Senior Research Associate I (SRA)
  - Education/Experience: PhD, MD, or other terminal degree and a minimum of 5 years of **postdoctoral** experience required.
  - Minimum Salary: $71,000. Senior staff level (category 1) benefits
- Senior Research Associate II (SRA2)
  - Education/Experience: PhD, MD, or other terminal degree and a minimum of 8 years of **postdoctoral** experience required.
  - Minimum Salary: $80,000. Senior staff level (category 1) benefits
- Research Scientist (RS)
  - Education/Experience: PhD, MD, or other terminal degree and a minimum of 5 years of **postdoctoral** experience required.
  - Minimum Salary: $55,000. Senior staff level (category 1) benefits
- RA/SRA/RS Specialized Technical Skills (STS)
  - Specialized technical skills (STS) are recognized in Bioinformatics, Engineering, Computer Sciences, and Large Database Management. A department may propose candidates for STS appointment based on other content areas

- All RA/SRA/RS STS personnel process will be reviewed and must be approved by the RA/SRA/RS Review Committee

Job Description Creation

- If available, contact your Department Administrator or ARO Human Resources Coordinator to facilitate the job description (JD) creation process with the SOM RA-SRA-RS Human Resources (HR) Team.
    - If there is not a Department Administrator or ARO HR Coordinator in your area, contact the SOM RA-SRA-RS HR team directly at somRA-SRA-RS@case.edu
- Once the Department Administrator, ARO Human Resources Coordinator, or the SOM RA-SRA-RS HR team has been contacted, they will ask for the following information from the hiring department
    - Is this a replacement role?
        - If yes, note who the role is replacing, provide the incumbent's JD, and explain if the role has changed since held by its previous incumbent
        - If no, explain if any staff were previously performing any duties proposed in this role (why those duties will now be present in this role), or if this role is the result of a new initiative/effort
    - Are you aware of any similar roles on campus that you feel this role is equivalent to? If so, who?
    - What is your budget and targeted salary you felt was appropriate when imagining this role?
    - Do you have a JD already prepared?
    - The Department Administrator, ARO Human Resources Coordinator, or SOM RA-SRA-RS HR Team can provide JD templates for each position
- The hiring department will develop a draft JD and customize the JD using the template
- The hiring department will work with the Department Administrator, ARO Human Resources Coordinator, or SOM RA-SRA-RS HR Team to provide any recommendations or upload the proposed JD and other position details to create an Interfolio job requisition if there will be a request for a job posting
    - The SOM RA-SRA-RS HR Team will review with the Department Administrator, ARO Human Resources Coordinator, or department to request clarification on responsibilities, workflows, responsibilities, etc. as necessary
- The typical turnaround time for initial contact and review of a job description from the SOM RA-SRA-RS HR Team is 1-2 business days. 3-7 business days is the typical total length for full completion of a new job description

New Appointment Requests- Interfolio Submission

- Department Administrators, ARO Human Resources, or corresponding department hiring teams will submit a New Position Request in Interfolio using this link to initiate the process. https://facultysearch.interfolio.com/31694/positions/new
- Instructional videos and helpful tips on navigating Interfolio can be found using this link https://cwru.app.box.com/s/0ogmcawreg9nu5x23z0n1wdcnkuxcxya
- Individuals creating the job requisition should fill out as much of the criteria on Interfolio best to their knowledge

- o   Include the Speedtype number/funding source number and % allocation under the funding source line item
- o   Include any additional notes or helpful information in the notes section
- The SOM RA-SRA-RS HR Team will review the request, and submit to the SOM Office of Finance and Planning for budget review and approval, and submit to the RA/SRA/RS Review Committee
  - o   Requests for Research Scientist positions will also be submitted to the Vice Dean for Dean's Office for an extensive review
- Once all approvals have been secured, the Department Administrator, ARO Human Resources Coordinator, or Department Contact will be notified.
  - o   If the Department Administrator, ARO Human Resources Coordinator, or Department Contact's Interfolio account has not been setup, please contact somRA-SRA-RS@case.edu and you will receive a link via email for account activation
- Interfolio will allow you to track/edit job statuses and access application materials
- Positions must be posted for a minimum of 5 business days
  - o   After the 5th business day the position has been posted, the department hiring team will work with the Department Administrator, ARO Human Resources Coordinator, or directly with the SOM RA-SRA-RS HR Team to coordinate next steps with the selected candidate
  - o   All qualified applicants must be considered for the position and all internal candidates who meet the minimum qualifications must be interviewed
- <u>The typical turnaround time for initial contact and review of the Interfolio job requisition submission from the SOM RA-SRA-RS HR Team is 1-2 business days</u>

Offer Letter Requests

- Once the position has been posted on Interfolio for at least 5 business days and a candidate has been selected, the Department Administrator, ARO Human Resources Coordinator, or Department Contact should update the job status on Interfolio.
  - o   Department Administrator, ARO Human Resources Coordinator, or Department Contact should gather the following documentation to upload to the selected candidate's application portal on Interfolio (These documents can also be added to the internal notes section on the job requisition)
    - ▪   The candidate's CV/Resume
    - ▪   Degree verification (A copy or photo is sufficient)
    - ▪   Completed Interview Log Form
  - o   VISA request documents should be submitted directly to visa@case.edu
  - o   Please note that new appointments will not be back dated
  - o   Notify somRA-SRA-RS@case.edu once all documentation has been uploaded to Interfolio
- The SOM RA-SRA-RS HR Team will review the submitted documentation and request for a new appointment offer letter
  - o   A compensation analysis will be conducted for the requested salary indicated on the submitted Interview Log Form
- If all materials are complete and satisfactory, the SOM RA-SRA-RS HR Team will email the new appointment offer letter to the Department Administrator, ARO Human Resources Coordinator, or Department Contact

- o The Department Administrator, ARO Human Resources Coordinator, or Department Contact will review the letter
- The Department Administrator, ARO Human Resources Coordinator, or Department Contact will then have the department chair sign the letter
- The Department Administrator, ARO Human Resources Coordinator, or Department Contact will then present the offer letter to the candidate, along with the benefit documents provided by the SOM RA-SRA-RS HR Team
- The letter requires the candidate's signature to indicate acceptance of the offer and the appointment
  - o The Department Administrator, ARO Human Resources Coordinator, or Department Contact will then send the signed and finalized new appointment offer letter to somRA-SRA-RS@case.edu
- The Department Administrator, ARO Human Resources Coordinator, or Department Contact/Supervisor will then assure that the new employee successfully completes all CWRU employment requirements, coordinated with the HR Service Center
  - o Ensure the new employee schedules a meeting with the HR Service Center before or on their first day of employment
  - o I-9 Employment Verification Form (must be completed before or on the first day of employment)
  - o New Hire Paperwork
  - o New Hire Orientation
- Internal candidates being considered for a RA/SRA/RS position/promotion that are not currently in a RA/SRA/RS position at CWRU, must apply for the position on Interfolio
  - o This includes internal salary graded staff members and PostDocs
- The typical turnaround time for initial contact and review of the Offer Letter Request from the SOM RA-SRA-RS HR Team is 1-2 business days

Reappointment Requests
- Principal Investigator/supervisors are required to provide RAs, SRAs, and RSs with a documented performance annual activity review each year
  - o An annual activity review must be completed even if budgetary or other reasons lead the PI/supervisor to not recommend a salary increase
  - o Contact the SOM RA-SRA-RS HR Team at somRA-SRA-RS@case.edu to discuss exceptions if needed due to performance or funding
- Prior to an individual's current appointment end date, the employee and the PI/supervisor must complete the annual activity review form, including a summary evaluation of the individual's performance during the appointment period dates
- Proposed salary reappointment merit increases should be based on the quality of the individual's performance, compensation guidelines, and the annual SOM budget and compensation guidelines for merit increases
  - o Justifications for salary increase requests outside of the merit increase guidelines will be considered and reviewed by the RA/SRA/RS Review Committee

- Prior to the end of the individual's current appointment, the Department Administrator, ARO Human Resources Coordinator, or Department Contact will submit a Reappointment Request through the online RA/SRA/RS Reappointment Google form listed here: https://docs.google.com/forms/d/e/1FAIpQLSfqPc9lCQNoKw91IaSx-OCQufyv_Hol4HwGBHGYVCI2fHamtw/viewform

- The following documents will be required for review and consideration of the reappointment renewal
  - The completed Annual Activity form with supervisor comments
  - The individual's current CV
  - Current job description (if there are new duties & responsibilities, please highlight)
  - If a Visa renewal is needed, send Visa renewal documents to visa@case.edu
- The reappointment renewal request will be reviewed by the SOM RA-SRA-RS HR Team
  - Renewal requests with significant salary increase requests or non-grant funding may be subject to review by the RA/SRA/RS Review Committee and the Office of Finance and Planning
- Once all approvals have been secured, the SOM RA-SRA-RS HR Team will send the Department Administrator, ARO Human Resources Coordinator, or Department Contact the notification of approval and the reappointment offer letter
- The Department Administrator, ARO Human Resources Coordinator, or Department Contact will then have the department chair sign the letter
- The letter requires the candidate's signature to indicate acceptance of the reappointment
  - The Department Administrator, ARO Human Resources Coordinator, or Department Contact will then send the signed reappointment letter to somRA-SRA-RS@case.edu
- The typical turnaround time for initial contact and review of the Reappointment Request from the SOM RA-SRA-RS HR Team is 1-2 business days. 3-5 business days is the typical total length for full completion of the reappointment request

Promotion Requests
- RA/SRA/RS promotion requests will be based on the candidate's record of performance, satisfaction of eligibility requirements, and their ability to fulfill the expectations of the new position
- Promotion requests may be made at any time during the year and will be effective the first of the month following approval
  - Principal Investigator/supervisors should not delay a request for reappointment if they intend to promote the individual
- Promotion requests of SRAs to Research Scientist will be considered based on increased responsibilities, including the expectation to write, submit, and serve as the PI on grants
  - All Research Scientist requests will be subject to review and approval by the RA/SRA/RS Review Committee and Vice Dean on behalf of the Dean
- To initiate a promotion request, the Department Administrator, ARO Human Resources Coordinator, or Department will submit a promotion request through the RA/SRA/RS Promotion Request Google form listed here:

https://docs.google.com/forms/d/e/1FAIpQLSey5vSzztVfmwGUzWNN1xVaXeecL3EdEHb-_YIXD--LBZFBnQ/viewform?usp=sf_link

- The following documents will be required for review and consideration of the promotion
    - Justification for the promotion
    - New job description or current job description with new responsibilities and duties highlighted
    - The employee's current CV (must include the individual's current CWRU position)
    - Annual Activity form if the promotion is proposed at or near the time of the individual's current reappointment date
    - If a Visa renewal is needed, send Visa renewal documents to visa@case.edu
- The promotion request will be reviewed by the SOM RA-SRA-RS HR Team
    - Promotion requests with significant salary increase requests or non-grant funding may be subject to review by the RA/SRA/RS Review Committee and the Office of Finance and Planning
- Once all approvals have been secured, the SOM RA-SRA-RS HR Team will send the Department Administrator, ARO Human Resources Coordinator, or Department Contact the notification of approval and the promotion offer letter
- The Department Administrator, ARO Human Resources Coordinator, or Department Contact will then have the department chair sign the letter
- The letter requires the candidate's signature to indicate acceptance of the promotion
    - The Department Administrator, ARO Human Resources Coordinator, or Department Contact will then send the signed reappointment letter to somRA-SRA-RS@case.edu
- The typical turnaround time for initial contact and review of a promotion request from the SOM RA-SRA-RS HR Team is 1-2 business days. 3-7 business days is the typical total length for full completion of a promotion request

Non-Reappointment/Termination

- The Principal Investigator/Supervisor must receive the SOM RA-SRA-RS HR Team's approval before notifying the employee of non-renewal or termination of their current appointment.
- If the Principal Investigator/Supervisor has decided to not renew a current appointment, the Department Administrator, ARO Human Resources Coordinator, or Department Contact should notify the SOM RA-SRA-RS HR Team with as much notice as possible prior to the appointment end date
    - The employee will need to be provided with as much notice as possible prior to the end date of their current appointment
- If the department proposes to terminate an appointment prior to the planned end date **due to loss of funding**, the department must follow the University's reorganization request process
    - The SOM RA-SRA-RS HR Team must be notified to initiate this process with as much notice as possible prior to the proposed termination date
- If the department proposes to end an appointment due to unacceptable performance, the department must follow the University's positive corrective action process.
    - The Department Administrator, ARO Human Resources Coordinator, or Department Contact must contact the SOM RA-SRA-RS HR Team to initiate this process

- The Principal Investigator/Supervisor should begin to gather documentation to support the termination
- If the non-renewal has been approved, the SOM RA-SRA-RS HR Team will generate the non-renewal letter and will send it to the Department Administrator, ARO Human Resources Coordinator, or Department Contact/Supervisor to be presented to the employee
- After the non-renewal letter has been presented to the employee, the Department Administrator, ARO Human Resources Coordinator, or Department Contact/Supervisor will need to send the following to the SOM RA-SRA-RS HR Team
  - Signed non-renewal letter
  - Personnel Action Form (PAF)
  - Personal Data Salary Authorization form (PD)