

CUTR Career Path (3/27/02)

Research Classification	12-Month Minimum Salary	ADMINISTRATIVE (A) TRACK -- Minimum Expectations per Year for Eligibility (except as noted)				
		Normally three years at rank + must receive overall rating of "Satisfactory" on annual evaluations during period				
		Achieves two out of three of the following:			Project Management	Professional Activities
		Education + Years' Exp.	Supervisory Duties	Project Development		
Associate in Research 4(A)	\$93,000	PhD + 11 MA + 14 BA + 15	Directly supervises minimum of 5 FTE per year	Meets annual marketing plan objectives	Administers \$750,000 per year	<ul style="list-style-type: none"> • 9 professional papers and/or presentations • national reputation • leadership role in one national professional organization • administrative duties as assigned
Associate in Research 3(A)	\$82,000	PhD + 11 MA + 14 BA + 15	Directly supervises minimum of 4 FTE per year	Meets annual marketing plan objectives	Administers \$500,000 per year	<ul style="list-style-type: none"> • 9 professional papers and/or presentations • national reputation • leadership role in one national professional organization • administrative duties as assigned
Associate in Research 2(A)	\$72,000	PhD + 11 MA + 14 BA + 15	Directly supervises minimum of 3 FTE per year	Meets annual marketing plan objectives	Administers \$300,000 per year	<ul style="list-style-type: none"> • 9 professional papers and/or presentations • network at national level • leadership role in one national professional organization • administrative duties as assigned
Associate in Research 1(A)	\$63,500	PhD + 8 MA + 11 BA + 14	Directly supervises minimum of 2 FTE per year	Meets annual marketing plan objectives	Administers \$200,000 per year	<ul style="list-style-type: none"> • 8 professional papers and/or presentations • network at national level • active role in one national professional organization • administrative duties as assigned
Assistant in Research 4(A)	\$56,000	PhD + 5 MA + 8 BA + 11	Directly supervises minimum of 1 FTE per year	Meets established objectives	\$100,000 per year	<ul style="list-style-type: none"> • 8 professional papers and/or presentations • network at national level • active role in one state or national professional organization
Assistant in Research 3	\$48,000	MA + 5 BA + 8	Directly supervises minimum of 0.5 FTE per year	Meets established objectives	\$50,000 per year	<ul style="list-style-type: none"> • 7 professional papers and/or presentations • network at state or national level • active role in one national or state professional organization
Assistant in Research 2	\$41,000	MA + 2 BA + 5	n/a	Meets established objectives	\$25,000 per year	<ul style="list-style-type: none"> • 6 professional papers and/or presentations • network at local or state level • active role in state or local professional org. or univ. committee
Assistant in Research 1	\$35,000	MA BA + 3	n/a	n/a	n/a	n/a

Research Classification	12-Month Minimum Salary	NON-ADMINISTRATIVE (NA) TRACK -- Minimum Expectations per Year for Eligibility (except as noted)				
		Normally three years at rank + must receive overall rating of "Satisfactory" on annual evaluations during period				
		Achieves two out of three of the following:			Project Management	Professional Activities
		Education + Years' Exp.	Supervisory Duties	Project Development		
Associate in Research 4(NA)	\$93,000	PhD + 11 MA + 14 BA + 15	Directly supervises minimum of 2 FTE per year	Meets annual marketing plan objectives	\$225,000 per year	<ul style="list-style-type: none"> • 9 professional papers (5 in nationally-significant publications) • 12 presentations (9 at a national level) • demonstrated increase in level of national reputation (citations: keynoting, etc.) • leadership role in one national professional organization
Associate in Research 3(NA)	\$82,000	PhD + 11 MA + 14 BA + 15	Directly supervises minimum of 1.5 FTE per year	Meets annual marketing plan objectives	\$200,000 per year	<ul style="list-style-type: none"> • 9 professional papers (4 in nationally-significant publications) • 9 presentations (6 at a national level) • demonstrated increase in level of national reputation (citations: keynoting, etc.) • leadership role in one national professional organization
Associate in Research 2(NA)	\$72,000	PhD + 11 MA + 14 BA + 15	Directly supervises minimum of 1 FTE per year	Meets annual marketing plan objectives	\$175,000 per year	<ul style="list-style-type: none"> • 9 professional papers (3 in nationally-significant publications) • 9 presentations (3 at a national level) • demonstrated increase in level of national reputation (citations: keynoting, etc.) • leadership role in one national professional organization
Associate in Research 1(NA)	\$63,500	PhD + 8 MA + 11 BA + 14	Directly supervises minimum of 1 FTE per year	Meets annual marketing plan objectives	\$150,000 per year	<ul style="list-style-type: none"> • 7 professional papers (3 in nationally-significant publications) • 8 presentations (3 at a national level) • demonstrated increase in level of national reputation (citations: keynoting, etc.) • active role in one national professional organization
Assistant in Research 4(NA)	\$56,000	PhD + 5 MA + 8 BA + 11	Directly supervises minimum of 0.5 FTE per year	Meets established objectives	\$100,000 per year	<ul style="list-style-type: none"> • 6 professional papers (2 in nationally-significant publications) • 6 presentations (at least 3 at a national level) • network at state or national level • active role in one national or state professional organization
Assistant in Research 3	\$48,000	MA + 5 BA + 8	Directly supervises minimum of 0.5 FTE	Meets established objectives	\$50,000 per year	<ul style="list-style-type: none"> • 7 professional papers and/or presentations • network at state or national level • active role in one national or state professional organization
Assistant in Research 2	\$41,000	MA + 2 BA + 5	n/a	Meets established objectives	\$25,000 per year	<ul style="list-style-type: none"> • 6 professional papers and/or presentations • network at local or state level • active role in state or local professional org. or univ. committee
Assistant in Research 1	\$35,000	MA BA + 3	n/a	n/a	n/a	n/a



CUTR Career Path Definitions

- **Minimum Expectations:** Expectations must be met to be ELIGIBLE for increased duties and responsibilities; achievement of minimums does not entitle an increase. It is desired that expectations be met in all categories. Increased duties and responsibilities normally will be considered only after three years at current rank. For visiting faculty, this three year period will begin upon appointment to permanent status. Items marked "n/a" do not count toward minimum expectations.
- **Annual Evaluation:** Based on annual performance evaluation by direct supervisor.
- **Research Classification:** (A) indicates "administrative" track; (NA) indicates "non-administrative" track. In general, the Administrative track places more emphasis on supervisory and project management duties; the Non-Administrative track places more emphasis on professional activities.
- **12-Month Minimum Salary:** Increases will be to the minimum salary of the next rank. If salary at new rank is less than a 9% increase, increase will be 9%. The minimum salary in each range will be reviewed periodically and adjusted as appropriate.
- **Education/Years' Experience:** The minimum education component must be met; at least a Bachelor's degree must be held for any Career Path ranking, as required in the minimum qualifications of the State University System for the Assistant and Associate in Research classifications. Work experience includes positions in transportation and directly related fields held after receipt of bachelor's degree, in FTEs.
- **Supervisory Duties:** Minimum expectations are for direct supervisory duties per year (not cumulative). Implies full responsibility for employee (faculty, staff, student)-- signs off on timesheet, directs work priorities, conducts performance evaluations, etc. FTEs for off-site OPS employees will be determined on an individual basis.
- **Project Development:** For Associate in Research positions, annual marketing plan objectives must reflect a minimum amount necessary to cover labor and fringe of individual requesting Career Path advancement and all direct reports over a three-year period. For Assistant in Research positions, this objective is defined by the Program Director.
- **Project Management:** Minimum expectations are per year, not cumulative. Includes individual responsibility for all facets of project (or, in some cases, task) management, including primary client interaction, oversight of budget, conduct of work, progress reporting and invoicing, and on-time/on-budget responsibility. Individual is listed as project manager on CUTR administrative records. Amount is based on gross including indirect. Must be sustained annually, over a three-year period.
- **Professional Activities:** Minimum expectations are cumulative over a three-year period. Must show significant evidence of professional activities such as those listed; could include other professional activities not listed, such as course instruction. Papers and presentations are those done beyond project responsibilities and are of highly professional quality (does not include project reports, newsletter articles, etc.; does include video presentations). Nationally-significant publications include refereed journals, publications with significant national distribution, etc. Professional organizations include those related to individual's area of expertise. Demonstrated increases in national reputation includes citation of authored works, keynoting at conferences, etc. Minimum requirements for presentations and papers may be reduced at the discretion of the Career Path Committee based upon course instruction responsibilities.

CUTR Career Path Process

Advancement can be granted at any time during the year. Meeting of minimum expectations does not entitle advancement; advancement generally may be granted to those exceeding minimums. The Career Path Committee will include the CUTR Human Resources Manager and at least two other members of the CUTR Management Team to be appointed by the Director.

- Step 1:** Individual completes Career Path Request form, develops package, and presents it to supervisor. Package should include:
- (1) a detailed list of achievements (for the immediately preceding three-year period or since last Career Path advancement; for visiting faculty, this three-year period will begin upon appointment to permanent status); achievements should be detailed for each criterion as they directly relate to minimum expectations
 - (2) copies of papers indicated on achievements list
 - (3) copies of last three performance evaluations
 - (4) an updated personal resume
 - (5) other supporting materials as desired
- Step 2:** Supervisor reviews package, completes Career Path Recommendation form (indicating support or non-support, including specific reasons for non-support), and forwards to Human Resources Manager for consideration and review by Career Path Committee.
- Step 3:** Career Path Committee reviews package to determine eligibility (meeting of minimum expectations) and develops written recommendation for increased duties and responsibilities (support or non-support, indicating specific reasons for non-support).
- If increase is recommended, letter requesting approval is sent to Provost's office through the College of Engineering Dean.
 - If increase is not recommended, employee is notified and specific reasons are provided.
- Step 4:** Upon approval by Provost, employee is officially notified of new classification and new salary and their effective date.