

GUIDE FOR DEVELOPMENT OF SPECIAL RESEARCH FACULTY POSITION DESCRIPTIONS

The position description is the basis for the special research faculty employee's annual performance review

| Necessary Information | Considerations | Examples | |
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| Department Name & Organization Number | <ul style="list-style-type: none"> Is the position at the department level? Is the position in a department level research center? Is the position in a university level research center or institute? | <ul style="list-style-type: none"> Industrial and Systems Engineering (department level) Center for High Performance Manufacturing (department level research center) Institute for Society, Culture and the Environment (university level research institute) | |
| Contact | The contact should be the person who supervises this position. | Dr. Margaret Henry 540-231-XXXX henrym@vt.edu | |
| Position Title | This is the official university rank. (see matrix of special research faculty ranks for further information) | <ul style="list-style-type: none"> postdoctoral associate research scientist senior research scientist research assistant professor research associate professor research professor | <ul style="list-style-type: none"> research associate senior research associate project associate senior project associate project director |
| Position Specifics | <ul style="list-style-type: none"> All special research faculty are non-tenure track Full-time or part-time (anything less than 100% is part-time) Percentage of effort Restricted or regular (is this position renewable?) Academic Year or Calendar Year (AY or CY) | | |
| Working Title | The working title can be the same as the rank but can also be specific to the research area. A working title is not required. | <ul style="list-style-type: none"> i.e. Molecular Biologist i.e. Human Factors Engineer i.e. Laboratory Director | |
| Position Location | Will work be performed at the main campus or at an off-campus research facility? | <ul style="list-style-type: none"> Blacksburg, VA National Capital Region Middleberg AREC | |
| Project Description | Describe the project or projects that the person in this position will be affiliated with. | <ul style="list-style-type: none"> Develop an interoperable software system for managing, curating, analyzing and integrating various high-throughput data with a particular emphasis in PathoSystem Biology. Evaluate dietary supplements and their regulation of epigenetic gene silencing events in a recently | |

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| | | <p>developed mouse model of ovarian cancer.</p> <ul style="list-style-type: none"> Study proton-conducting polymers and advanced polymeric materials. Positions may have an assigned focus of either: 1.) Investigating proton-conducting polymers using novel NMR spectroscopy and imaging methods or 2.) Probing polymer morphology and orientational order during shear and/or synthesis in other advanced polymeric materials using rheological NMR and other novel methods. |
| Typical Position Duties and Responsibilities | <p>Add specific information about the position such as:</p> <ul style="list-style-type: none"> Role of the position in the project(s) Level of independence Scope and impact of the position within the organization Supervisory responsibilities Expectations for publishing and presenting research findings Expected to serve as PI or Co-PI Participation in proposal development | <ul style="list-style-type: none"> Participation on the advisory committees of graduate students (MS and PhD) is expected (only appropriate for the ranks of research associate professor or research professor) Extensive project planning and proposal development efforts are expected. Manage ongoing research projects Oversee and prepare budgets Publish research findings in high-impact publications and present findings at national conferences Occasional teaching of industrial/manufacturing engineering courses in Engineering is expected Serve as principal investigator (PI) or collaboratively as co-principal investigator (Co-PI) in the effort to secure extramural funding in support of research initiatives. Serve on college committees as requested, elected, or assigned Supervise undergraduate and graduate students |
| Required Education, Experience, and Skills | <ul style="list-style-type: none"> Minimum Degree Requirement Area of expertise Special certifications Related professional experience <p>Note - Avoid years of experience. This is potentially discriminatory as there is no proven correlation between seniority and ability. Instead, focus on competencies necessary to be successful in the position.</p> | <ul style="list-style-type: none"> Recent PhD in Industrial Engineering or a closely related field PhD in Industrial Engineering required. A Master's Degree in Industrial Engineering with significant relevant experience may be considered in lieu of a PhD. Strong work habits and the ability to work independently as well as with research group. Demonstrated experience in microbiology and laboratory experience with biomolecular techniques Demonstrated record of high-quality peer-reviewed publications and the ability to compete for grant funding |
| Preferred Education, Experience, and Skills | <ul style="list-style-type: none"> Experience in (area) Evidence of (list) | <ul style="list-style-type: none"> Experience in industrial R&D Experience in project leadership and management Evidence of collaborative efforts in multidisciplinary Bioinformatics research. Proficiency in computer applications Doctorate in related field |
| Starting Date | Anticipated start date, may or may not be specific | <ul style="list-style-type: none"> August 10, 2009 August, 2009 Fall, 2009 |