

ARTICLE XX. TITLES, CLASSIFICATIONS, AND APPOINTMENTS
HAW-UAW Counter Proposal March 6, 2025

Changes from HAW's October 31, 2024 proposals in red.

Provisions from HAW October 31, 2024 "APPOINTMENTS AND REAPPOINTMENTS" proposal underlined.

Adopted language from Corporation's February 6, 2025 proposal "APPOINTMENTS AND REAPPOINTMENTS FOR BARGAINING UNIT MEMBERS WITH ACADEMIC APPOINTMENTS" highlighted in yellow.

ARTICLE XX.
TITLES, CLASSIFICATIONS, AND APPOINTMENTS

Section A. **Classifications**

1. The **Employer Corporation** will allocate positions on a "best fit" basis to the most appropriate classification. Classifications shall be based on a position's duties, responsibilities, or qualifications as defined in Section **ED**.
2. The Classifications outlined in Section **ED** supersede any previous classifications used by the **Employer Corporation** prior to the commencement of this Agreement. The **Employer Corporation** may assign special titles based on merit, funding source, fellowships, or other relevant factors within the classifications as defined in Section **ED**. All titles may be appended with a department, academic unit, center, organizational unit, academic or technical specialty, or other informative modifiers.
3. The **Employer Corporation** must negotiate with the Union to create, eliminate or modify any classification that could potentially affect any Employees. Reclassification of any Employee into a classification which the Union did not expressly negotiate and agree to shall constitute a violation of this Agreement. Any Employee affected by an elimination of a class specification must be reclassified into another classification covered by the Union. If no classification exists such that the Employee can be reclassified, the **Employer Corporation** may not proceed with elimination.

Section B. **Procedure for Reclassification**

Reclassifications shall be based on permanent and/or substantive change in the duties, responsibilities, and/or qualifications of the position.

1. Any Employee may request a reclassification at any time by contacting the Office of Labor and Employee Relations. The **Employer Corporation** will begin the process to determine a need for reclassification within five (5) business days.

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2. When an Employee's position is under consideration for reclassification, the **Employer Corporation** must notify the Employee and the Union that the Employee's position is under consideration at least forty-five (45) days before a decision is finalized. Such an Employee has the right to Union representation during the reclassification process and any relevant deliberations. The **Employer Corporation** must concurrently notify the Union member of representation rights.
3. In determining whether a reclassification is appropriate, the **Employer Corporation** shall use documents, testimony, and other evidence to identify the Employee's duties, responsibilities, and qualifications, in comparison to the classification specifications defined in Section **ED**.
4. If an agreement is reached and signed by the **Employer Corporation**, Employee, and the Union, the forty five (45) day period defined in Section **DB.2** may be bypassed.

Section C. **Appointments and Reappointments**

1. Employees hired on appointment basis shall ordinarily be appointed to their positions for a term of no less than three (3) years, unless explicitly specified in **ARTICLE XX (Titles and Classifications) Section D**. Upon ratification of this contract, existing appointments less than three (3) years shall be automatically extended to three (3)-year appointments or longer, from the end of their current appointment.
2. Employees offered appointments less than three (3) years are subject to all other provisions in this **Article Section**.
3. After three (3) years of service, Employees shall be offered reappointments for five (5)-year terms or longer.
4. All renewable appointments shall be renewed, or appropriate promotion granted, by the **Employer Corporation**, with no limit on the number of such reappointments, provided that there is institutional need, **curricular need**, and budgetary support within the department, academic unit, or organizational unit.
5. In the event that an Employee is not renewed, the Employee shall be notified in writing at least nine (9) months prior to the end of their appointment. Employees in positions of less than three (3) years shall be notified in writing at least six (6) months prior to the end of their appointment.

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6. In the event that an Employee is not renewed, the ~~Employer Corporation~~ shall offer the Employee either:
 - a. A one (1)-year nonrenewable separation fellowship with equivalent compensation, benefits, and access to facilities and services to which they were entitled in their final year of employment or
 - b. A one-time lump sum separation payment equivalent to the total compensation package in their final year of employment.
7. In the event that an Employee is not renewed, the ~~Employer Corporation~~ continues to have an obligation to that Employee for the next twenty-four (24) months. During this time, the ~~Employer Corporation~~ must:
 - a. Make an offer of employment to such individual should the same job again become available, and
 - b. Notify the Employee of the job opening and, should the Employee apply, give strong preference, and, at minimum, grant an interview to such an Employee in filling any new job (including, but not limited to, tenure-track) with similar duties and responsibilities.
8. No Employee shall be limited from applying for or holding any position at Harvard University and/or its subsidiaries, on the basis of length of previous employment or service.

Section D. **Positions**

1. Research Appointments

a. Fellow

This appointment is made to enable the fellow to engage in individual research opportunities under the sponsorship of a principal investigator, an academic department, or an affiliated center. The expectation is that regular interaction will occur between the fellow and their sponsor. Individuals holding terminal degrees should ordinarily not serve as Fellows and should instead be appointed at the rank of postdoctoral research fellow or visiting scholar, as appropriate.

b. Postdoctoral Researchers

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- i. These appointments require a doctoral degree or equivalent (e.g., Ph.D. or M.D.) Postdoctoral Researchers receive proactive, engaged, and regular mentorship from their supervising Harvard faculty member(s). These positions are all full-time.

- ii. **Postdoctoral Research Fellow**

Postdoctoral Research Fellow appointments are made to enable the individual to pursue their research under the general supervision of one or more Harvard faculty members. Postdoctoral Research Fellows are expected to contribute to the intellectual pursuits of the Harvard faculty member's research program or support the needs of a core facility or research center.

- 1. Postdoctoral Research Fellows based in the following Centers and Institutes are exempted from the provisions of ~~ARTICLE XX (Appointments and Reappointments)~~ Section C: Center for European Studies, Center for Jewish Studies, Charles Warren Center, Davis Center, Hutchins Center, Mahindra Humanities Center, Reischauer Institute of Japanese Studies, Ukrainian Research Institute, and the Weatherhead Center for International Affairs.

- iii. **Independent Postdoctoral Research Fellow**

An Employee must have held a postdoctoral research position for one year before becoming eligible for Independent Postdoctoral Research Fellow. Independent Postdoctoral Research Fellows are able to conduct their own independent research in collaboration with a Harvard faculty member or in support of a core facility or research center. They may mentor, train, or oversee other researchers.

- iv. **Research Scientist**

Research Scientist appointments are made to secure the professional services of an individual in support of research projects directed by one or more faculty members. Research Scientists are expected to contribute to the intellectual pursuits of the Harvard faculty member's research program or support the needs of a core facility or research center.

- v. **Senior Research Scientist**

Senior Research Scientist appointments are made to secure the professional services of an individual in support of the intellectual pursuits of a faculty

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member(s), department, core facility, or research center. Senior Research Scientists are able to conduct their own independent research in collaboration with a Harvard faculty member or in support of a core facility or research center. They may mentor, train, or oversee other researchers.

vi. **Senior Research Fellow**

The Senior Research Fellow position is the highest non-faculty research position. The criteria for appointment to Senior Research Fellow are sufficient independence, stature, and national or international reputation in the field to independently lead a research team. Senior Research Fellows conduct independent research necessary to the intellectual pursuits of a department or research center.

c. **Visiting Scholar**

This appointment is made to enable an individual with an ongoing appointment at another institution or continuing employment at a non-academic institution (e.g., a research institute) to carry out their own work in association with a Harvard faculty member or members. The expectation is that regular interaction will occur between the visiting scholar and his/her/their Harvard faculty sponsor.

d. **Visiting Postdoctoral Fellow**

A doctoral scholar with an ongoing appointment at another institution or continuing employment at a non-academic institution (e.g., a research institute) who is working for a limited time period and involved in independent research or research that is supporting a department research initiative. The individual must be visiting from and hold a postdoctoral status with an outside institution or organization. Postdoctoral Fellows without an ongoing appointment or continuing employment at another institution to which they may return upon completion of their appointment at Harvard shall not be appointed as Visiting ~~Lecturers~~ **Postdoctoral Fellows**, but instead shall be appointed to one of the ~~faculty-teaching~~ **research** appointments above (Postdoctoral Research Fellow, Independent Postdoctoral Research Fellow, Research Scientist, or Senior Research Scientist).

e. **Junior Fellow**

- i. Junior Fellows are early career researchers appointed to the Society of Fellows, exempted from the provisions of ~~ARTICLE XX (Appointments and Reappointments)~~ **Section C**.

2. Faculty Teaching Appointments

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a. College Fellowship

- i. College Fellows serve as course heads and carry a reduced teaching load (minimum 0.25 FTE course release) in order to pursue their own research and professional development. College Fellows will ordinarily have completed all requirements for the doctorate (or equivalent terminal degree) prior to the appointment start date (with exceptions as appropriate in fields where such degrees are irrelevant to teaching competency). College Fellows receive mentoring on both pedagogy and career development.
- ii. College Fellows are appointed for a period of two (2) years. In extraordinary circumstances, to meet specific unanticipated teaching needs, the Corporation may appoint a College Fellow to a term of one (1) year, renewable for a second (2nd) year.
- iii. If after two (2) years there is continuing curricular need for teaching performed by a College Fellow, they shall be reappointed as Lecturer I.
- iv. Departments may not replace a College Fellow with another College Fellow teaching equivalent courses within three (3) years of a College Fellow's appointment ending, unless a College Fellow is terminated for cause or leaves the position before full term of the appointment.

b. Lecturer I

- i. A lectureship (Lecturer I) is a renewable non-tenure-track position that is held by individuals who serve as course heads, serve as the primary deliverers of classroom or lab instruction, or primary administrators for courses. All lecturer appointments must be based in a department or degree committee, but may be shared with other department(s) or degree committee(s).
- ii. A lecturer will ordinarily hold the title "Lecturer in/on [Department, Language, or Appropriate Subfield]."
- iii. A lectureship may be full- or part-time.
- iv. A Lecturer I will ordinarily be appointed to an initial term of three (3) years. In extraordinary circumstances, to meet specific unanticipated teaching needs, the ~~Employer~~ Corporation may appoint a ~~part-time~~ lecturer to a term

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of one (1) or two (2) years. Ordinarily short-term teaching needs will be fulfilled by College Fellows.

~~v. A full-time Lecturer I who holds a PhD or equivalent terminal research degree shall be appointed as a College Fellow for their first three (3) years of employment.~~

~~1. A College Fellowship is a lectureship ordinarily held by scholars who have recently completed their doctoral work. College Fellows carry a reduced teaching load in order to pursue their own research. College Fellows must have completed all requirements for the doctorate prior to the appointment start date. College Fellows receive mentoring on both pedagogy and career development.~~

vi. A lecturer may be appointed, if appropriate, to another specially titled lectureship. Including:

~~1. A Benjamin Peirce Fellowship is a lectureship in the Department of Mathematics that is held by scholars who possess significant promise as researchers and a strong record of teaching undergraduate or graduate students. Benjamin Peirce Fellows are expected to have completed all requirements for the doctorate before their appointment start date.~~

vii. After three years of service as a Lecturer I, Employees shall be considered for promotion to the rank of Lecturer II.

b. Lecturer II

i. A Lecturer II appointment is a renewable non-tenure-track position for individuals who serve as course heads, serve as the primary deliverers of classroom or lab instruction, or primary administrators for courses; who have demonstrated continued excellence in their teaching, research, and/or service; and/or who fulfill a recurring curricular or administrative need for the university. One may be appointed to the rank of Lecturer II either:

1. By promotion upon reappointment following a Lecturer I appointment or

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2. In conjunction with the assumption of a half-time or greater administrative, research, or curatorial post within the University.
- ii. A Lecturer II appointed via promotion must meet the standards for Lecturer I in addition to the following:
 1. Alignment with department or programmatic curricular goals
 2. An ability to provide direct evidence of student learning
 3. Clear alignment between assessments and course learning goals
 4. A commitment to fostering an inclusive learning environment that encourages open inquiry and the free exchange of ideas
- iii. All Lecturer II appointments must be based in a department or degree committee, but may be shared with a second department or degree committee. If the Employee's administrative, research, or curatorial post is situated in the same department or degree committee, this position will be considered a specific service portion FTE (generally greater than 0.5 FTE) of the Lecturer II appointment.
- iv. A Lecturer II will ordinarily hold the title "Lecturer in/on [Department, Language, or Appropriate Subfield]" for the full duration of their appointment.
 1. A Lecturer II with an administrative, research, or curatorial post will carry an additional administrative title (e.g., Assistant Director, Associate Director, or Director) appropriate to their role for the full duration of their appointment.
- v. A Lecturer II will ordinarily be appointed to a term of five (5) years.
- vi. A Lecturer II may be appointed, if appropriate, to a specially titled lectureship. Including:
 1. ~~A Briggs-Copeland Lectureship is a Lecturer II position in the Department of English that is held by practicing writers who have shown accomplishment in fiction, poetry, nonfiction, playwriting, screenwriting, or other forms of writing and who also possess marked gifts as teachers.~~

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- vii. After five years of service as a Lecturer II, Employees shall be considered for promotion to the rank of Senior Lecturer I.

c. Lecturer III

- i. The Lecturer III rank at Harvard Medical School and Harvard Divinity School is an out-of-unit voting member of faculty. Appointments to this rank are made by the processes established by each faculty.

d. Senior Lecturer I

- i. Senior Lecturer I is a renewable non-tenure-track position for individuals who have distinguished themselves by continued excellence in their teaching, research, and/or service responsibilities and are meeting a recurring curricular and/or administrative need. A Senior Lecturer I has at least eight (8) years of teaching experience as a course head or primary instructor.
- ii. A Senior Lecturer I must meet the standards for Lecturer II in addition to at least two (2) of the following criteria:
 - 1. Evidence of successfully implementing evidence-based teaching practices, including a consistent history of assessing student learning and making adjustments to teaching based on findings.
 - 2. Evidence of mentorship or leadership in fostering these teaching practices amongst peers or mentees (e.g. training other Lecturers, Instructors, and/or TFs, etc.)
 - 3. Evidence of community engagement in connection with their Harvard teaching (e.g. by collaborating with community partners, speaking before non-academic audiences, writing for non-academic publications, teaching Engaged Scholarship courses, etc.).
 - 4. Evidence of contributions to scholarship in their field (e.g. through the publication of articles or monographs, performance of editorial work, winning grants or scholarly prizes, delivering invited lectures, presentation at scholarly meetings, etc.)

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5. Evidence of contributions to the scholarly professions (e.g. through service as a leader or officer in a professional organization, service to the Union, presentation at meetings or published writing related to matters of higher education policy, etc.)

- iii. A Senior Lecturer I appointment may be full- or part-time.
- iv. A Senior Lecturer I appointment may be made in conjunction with a half-time or greater administrative, research, or curatorial post within the University. Such appointments ordinarily are made through promotion from a similarly configured Lecturer II appointment.
- v. All Senior Lecturer I appointments must be based in a department or degree committee. If the Employee's administrative, research, or curatorial post is situated in the same department or degree committee, this position will be considered a specific service portion FTE (generally greater than 0.5 FTE) of the Senior Lecturer I appointment.
- vi. A Senior Lecturer I will ordinarily hold the title "Senior Lecturer in/on [Department, Language, or Appropriate Subfield]" for the full duration of their appointment.
 - 1. A Senior Lecturer I with an administrative, research, or curatorial post will carry an additional administrative title (e.g. Assistant Director, Associate Director, or Director) appropriate to their role for the full duration of their appointment.
- vii. After five years of service as a Senior Lecturer I, Employees shall be considered for promotion to the rank of Senior Lecturer II.

e. Senior Lecturer II

- i. A Senior Lecturer II is an out-of-unit voting member of the faculty.

f. Visiting Lecturer

- i. Visiting Lecturers serve as course heads or as the primary deliverers of classroom or lab instruction, and hold an ongoing non-tenure-track faculty appointment at another institution or continuing employment at a non-academic institution (e.g., a research institute). Lecturers without an

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ongoing appointment or continuing employment at another institution to which they may return upon completion of their appointment at Harvard shall not be appointed as Visiting Lecturers, but instead shall be appointed to one of the faculty teaching appointments above (Lecturer I, Lecturer II, Lecturer III, Senior Lecturer I, or Senior Lecturer II). Visiting Lecturers may be appointed for a term of one (1), two (2), or (3) years.

g. Benjamin Pierce Fellow (Math)

- i. This appointment is for a period of three (3) years and is not renewable. However, those who choose to take unpaid leaves during their time as a Benjamin Peirce Fellow may be given the option of extending their Benjamin Peirce Fellowship by an equivalent amount of time, depending on curricular needs and budget constraints, and with approval by the Department Chair. In such cases, appointments as Benjamin Peirce Fellows cannot ordinarily exceed a maximum of five (5) years total and capped.

h. Briggs-Copeland Lecturer (English)

- i. This appointment is for a period of five (5) years and is not renewable.

3. Other Teaching Appointments

a. Instructor

- i. Instructors provide instructional services in support of a course or program which may include teaching, grading, coaching, and/or other academic support services. Instructors generally provide services that would otherwise be provided by HGSU “Teaching Fellows.”
- ii. An instructorship may be full-or part-time.
- iii. An Instructor will ordinarily be appointed to an initial term of three (3) years. In extraordinary circumstances, to meet specific unanticipated teaching needs, the ~~Employer~~ Corporation may appoint an instructor to a term of one (1) or two (2) years.
- iv. Candidates for Instructorships who hold PhDs (or equivalent terminal degrees in a relevant field of study or practice) shall be appointed at the rank of Lecturer I, even if they are not serving as a coursehead.

4. Instructional Staff

a. Curriculum and Pedagogy Manager

- i. Curriculum and Pedagogy Managers work closely with faculty in developing and delivering curricula and course materials, organizing and managing graduate and undergraduate teaching staff, and providing student support, especially in large foundational courses.
- ii. Curriculum and Pedagogy Managers shall be employed as staff on a continuing basis, without specific limitation of term.

5. Research Staff

a. Humanities and Social Sciences

i. Researcher I and Researcher II

Employees in these positions typically have a Bachelor's degree or equivalent and may have a Master's or equivalent degree. A Researcher I/II performs regular assignments using their own judgment and following department / University policy, while keeping their supervisor informed as necessary. They receive general guidance on new projects as to methods, procedures, and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.

Employees may develop, design, and conduct original research; conduct scientific analysis of experimental results designed to research problems or understand trends, characteristics and tendencies; manage research studies including subject interaction; implement study design and controls, and on-and off-site troubleshooting; design interview and assessment protocols; designs and modifies research methods in the areas of humanities and social sciences; and/or disseminate project results through writing articles, reports, memos, case studies, and conference presentations.

ii. Researcher III

Employees in this position typically have a Master's degree or equivalent and may have a Doctoral or equivalent degree. A Researcher III performs regular assignments using their own judgment and following department /

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University policy, while keeping supervisor informed as necessary and receives general guidance on new projects as to methods, procedures, and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.

Individuals may plan, develop, design, and conduct complex research projects; formulate research methods; investigate, analyze, and interpret experimental results designed to research problems or understand trends, characteristics, and tendencies in the areas of humanities and social sciences; develop course materials, present research findings, and/or interact with faculty; and collaborate with other researchers

iii. Senior Researcher I

Employees in this position typically have a Master's degree or equivalent and may have a Doctoral or equivalent degree. A Senior Researcher I performs regular assignments using their own judgment and determines methods and procedures on new projects. They are held accountable for end results and responsible for determining when a supervisor or others should be consulted. They have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.

Individuals may conduct humanities and social sciences research in their area of expertise; identify resources in the research community to approach research challenges; are responsible for the completion of projects and the attainment of program objectives; manage all aspects of quality assurance, compliance, and regulatory activities; investigate, modify and/or develop new protocols, procedures, techniques, and/or applications of technology to advanced and highly complex research; write and collaborate with other researchers on manuscripts, abstracts, and other publications of research findings; and/or participate in writing research proposals, reports to funding agencies, and articles for publication.

iv. Senior Researcher II

Employees in this position typically have a Master's degree or equivalent and may have a Doctoral or equivalent degree. A Senior Researcher II performs regular assignments using their own judgment, determines methods and procedures on new projects. They are held accountable for end

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results and responsible for determining when a supervisor or others should be consulted. They have discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.

Individuals may design, develop, and manage high level research projects; design and develop seminars, courses, and presentations; independently present experiment results at meetings and/or conferences; and/or collaborate regularly with other researchers on long range plans for research project(s).

b. Natural Sciences

i. Researcher I

This position is for individuals who provide comprehensive research work for a laboratory and have a Bachelor's (required) or Master's degree (preferred).

Researcher I normally performs regular assignments using their own judgment and following department / University policy, while keeping supervisor informed as necessary. They receive general guidance on new projects as to methods, procedures, and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.

A Researcher I may develop, design, and conduct original research experiments in line with research plan; participate in the development and modification of new protocols and experimental strategies; interpret and implement research methodology; formulate research methods and suggest options for improving quality; recommend solutions to problems; conduct scientific analysis of experimental results designed to research problems or understand trends, characteristics, and tendencies in the areas of basic, applied, and life sciences; present research findings at laboratory meetings; disseminate project results through writing articles, reports, memos, case studies, and conference presentations; and train users in equipment operation and laboratory techniques.

ii. Researcher II and Researcher III

This position is for individuals who provide advanced research for a unit and have a Master's degree (required) or a PhD (preferred).

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A Researcher II/III normally performs regular assignments using their own judgment and following department / University policy, while keeping supervisor informed as necessary. They receive general guidance on new projects as to methods, procedures, and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.

A Researcher II/III may develop, design, and conduct one or more complex research experiments in line with research plan; review progress and evaluate results; conduct independent scientific research projects investigating fundamental problems in the area of research; independently design and develop new techniques; advise on experimental design and applicability; investigate, analyze, synthesize, and interpret experimental results designed to research problems or understand trends, characteristics, and tendencies in the areas of basic, applied, and/or life sciences; prepare and/or collaborate on articles for submission to scientific journals and publications; author and/or co-author manuscripts for publications; present and/or co-present results with Principle Investigator at meetings and/or conferences nationally and internationally; collaborate within and outside of own laboratory on related projects; assist broadly in research and educational activities within area of expertise; and prepare proposals for funding.

iii. Scientist I and Scientist II

These positions are for individuals who provide independent highly advanced research for a unit and represent projects nationally and internationally. They have a PhD and are typically considered an expert in the field.

Scientists perform regular assignments using their own judgment; determine methods and procedures on new projects and are held accountable for end results. Incumbents have discretion to make decisions within the scope of their responsibilities, and are responsible for determining when supervisor or others should be consulted. They may plan, develop, design, and conduct complex and visible research projects for the school/unit; investigate, modify, and/or develop new protocols, procedures, techniques, or applications of technology integrating new findings in field; be responsible for the completion of projects and the attainment of program objectives; manage all aspects of quality assurance, compliance, and

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regulatory activities; identify resources in the scientific community to approach research challenges; collaborate with other researchers on long range plan for overall research project acting as expert in specialized area; participate in writing research proposals and reports to funding agencies; write and collaborate with other researchers on manuscripts, abstracts, and other publications of research findings; interact regularly with affiliated faculty; present research results at national, regional, and local meetings.

6. Technical Staff

Employees in these positions perform or manage a range of professional engineering responsibilities, often within a research core facility (e.g. instrumentation facilities including characterization, fabrication, imaging, cleanrooms, cryogenic work, machine shops, instrumentation design, etc.) for a broad constituency of clients. Typical responsibilities may include training users, advising on methods, providing fabrication and/or characterization services, maintaining instrumentation, and developing techniques.

a. Staff Scientist/Engineer

Provide professional scientific/engineering expertise in process design, training, quality assurance, and developmental activities.

Typical Duties:

- Assist researchers with experimental design, use of equipment, and data collection. Analyze data and review identifiable factors to meet research goals. Assist researchers with use of equipment, instruments, systems, and facilities
- Assist with the evaluation, installation, maintenance, and monitoring state-of-the-art process equipment, other specialized instrumentation, and/or mechanical, electrical, or plumbing (MEP) systems needed to support instrumentation
- Provide training to researchers, faculty, and students to advance knowledge of the equipment, instruments/systems, and lab-specific safety protocols and best practices
- Collaborate with staff and make recommendations to develop processes and facility workflows; assist with preparation of training manuals including standard operating procedures and related documents
- Assist with monitoring of laboratory safety compliance and ensure compliance with University policies, procedures, and applicable legal rules and regulations

b. Senior Scientist/Engineer

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Independently provide professional scientific/engineering expertise in process design, training, quality assurance, and developmental activities.

Typical Duties:

- Represent core on scientific research projects. Assist researchers with experimental design, data collection, and/or analyses; analyze and evaluate identifiable factors to meet research goals. Assist researchers with use of equipment, instruments, systems, and facilities
- Evaluate, install, maintain, monitor, and participate in the selection of state-of the art process equipment, other specialized instrumentation, and/or mechanical, electrical, or plumbing (MEP) systems needed to support instrumentation
- Provide training to researchers, faculty, and students to advance knowledge of the equipment, instruments/systems, and lab-specific safety protocols and best practices; serve as technical/engineering expert
- Collaborate with staff and assist with the development of processes and facility workflows; prepare training manuals including standard operating procedures and related documents
- Write and co-author scientific papers and other publications.
- Monitor laboratory safety compliance and ensure compliance with University policies, procedures, and applicable legal rules and regulations.

c. **Principal Scientist/Engineer**

Lead and provide professional scientific/engineering expertise in process design, training, quality assurance, and developmental activities.

Typical Duties:

- Represent core on scientific research projects; may lead complex projects. Provide guidance with respect to experimental design, data collection, and/or analyses; analyze and evaluate identifiable factors to meet research goals. Assist researchers with use of equipment, instruments, systems, and facilities.
- Evaluate, install, maintain, monitor, and participate in the selection of state-of the art process equipment, other specialized instrumentation, and/or mechanical, electrical, or plumbing (MEP) systems needed to support instrumentation; may act as lead. Coordinate with vendors, as needed, for equipment inspection, repair, and service contracts.
- Provide training to researchers, faculty, and students to advance knowledge of the equipment, instruments/systems, and lab-specific safety protocols and best practices; serve as technical/engineering expert.

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- Collaborate with staff to develop processes and facility workflows. Prepare training manuals including standard operating procedures and related documents.
- Write and co-author scientific papers and other publications.
- Collaborate with various departments and serve as a consultant.
- Monitor of laboratory safety compliance and ensure compliance with University policies, procedures, and applicable legal rules and regulations.

d. Senior Principal Scientist/Engineer

Manage and provide professional scientific/engineering expertise in process design, training, quality assurance, and developmental activities.

Typical Duties:

- Serve in a lead role and represent core on complex development processes and projects. Provide guidance with respect to experimental design, data collection and/or analyses; analyze and evaluate identifiable factors to meet research goals. Assist researchers with use of equipment, instruments, systems, and facilities.
- Evaluate, install, maintain, monitor, and participate in the selection of state-of the art process equipment; other specialized instrumentation, and/or mechanical, electrical, or plumbing (MEP) systems needed to support instrumentation; may act as lead. Coordinate with vendors, as needed, for equipment inspection, repair, and service contracts.
- Provide training to researchers, faculty, and students to advance knowledge of the equipment, instruments/systems, and lab-specific safety protocols and best practices; serve as key engineering liaison.
- Collaborate with staff to develop processes and facility workflows; Prepare training manuals including standard operating procedures and related documents.
- Participate in proposal development and may be eligible for Principal Investigator rights.
- Write and co-author scientific papers and other publications.
- Collaborate with various departments and serves as a consultant/subject matter expert.
- Monitor laboratory safety compliance and ensure compliance with University policies, procedures, and applicable legal rules and regulations.

A technical ladder of official position titles shall be created to recognize the increase and advancement in the technical and scientific skill set of the scientific/core staff that is acquired through experience while working at the forefront of scientific research at Harvard University.

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The technical ladder will allow for increases in compensation both within and between salary grades to recognize the increased technical skills gained from experience on the job. Each salary grade will have at least three position titles with which it is associated. For scientific staff, the Grades and corresponding titles are:

<u>Salary Grade</u>	<u>Technical Ladder Position Title*</u>
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59	Senior Principal Scientist III
	Senior Principal Scientist II
	Senior Principal Scientist I

58	Principal Scientist III
	Principal Scientist II
	Principal Scientist I

57	Senior Scientist III
	Senior Scientist II
	Senior Scientist I

56	Staff Scientist III
	Staff Scientist II
	Staff Scientist I

be

55	Technician III
	Technician II
	Technician I

*“Scientist” may be replaced with “Engineer” where appropriate.

At the

commencement of Agreement, each

staff member shall be assigned the appropriate Position Title for their Salary Grade by their direct manager.

Each staff member shall receive an annual review, overseen by their direct manager. Demonstration of advancement, including, but not limited to, additional responsibilities, increased proficiency in the staff member’s area, number of publications supported,

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number of users trained, and other appropriate performance metrics, will result in the advancement of at least one Technical Ladder Position Title.