

**The California State University
Office of the Chancellor
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Date: August 1, 2002 **Code:** HR 2002-22

To: CSU Presidents

From: Jackie R. McClain
Vice Chancellor
Human Resources

Subject: New Research Fellow Classification and Employment Policy

A new Research Fellow classification has been created in the Excluded (E99) employee group. This classification is available for campus use effective July 31, 2002. The Classification and Qualification Standard is provided in Attachment A. Employment provisions are detailed below:

❖ **Research Fellow**

Class Code: 2351
CBID: E99
FLSA: Exempt
Salary Range: \$2,265 - \$5,900 per month for fiscal year 2002/03. Refer to the CSU Salary Schedule for future updates.
Pay Plan: 12 month

Appointment Information:

- Appointments are temporary in nature. Employees in this classification do not receive permanent status and do not earn seniority points.

Health Benefits:

- Incumbents appointed half-time or more for greater than six (6) months are eligible for health, dental and vision benefits. Eligible incumbents can elect to participate in FlexCash.
- Eligible incumbents may participate in the Health Care Reimbursement Account plan and the Tax Advantage Premium Program.

Leave Benefits:

- Incumbents are eligible for vacation, sick leave, catastrophic leave and holiday pay.

Distribution:

Vice Presidents, Administration
Vice Presidents, Student Affairs
Vice Presidents, Academic Affairs
Human Resources Directors

Associate VPs/Deans of Faculty Affairs
Benefit Officers
Payroll Managers
SOSS Director

Disability Benefits:

- Incumbents are eligible for Non-Industrial Disability Insurance (NDI) and Industrial Disability Leave (IDL), if PERS eligible.

Retirement Benefits:

- Incumbents with full-time appointments greater than six (6) months are eligible for PERS Miscellaneous Tier 1 retirement benefits.
- Incumbents can participate in supplemental retirement savings plans such as tax shelter annuities (403(b)) and the State Savings Plus program (457 and 401(k)).

Other Voluntary Plans:

- Incumbents may participate in the Dependent Care Reimbursement Account Program, Pre-Tax Parking Deduction Plan, employee-paid term life insurance plan, CSU Home Loan Program, Automobile and Homeowner Insurance plan, and other voluntary plans offered by the CSU.

Questions regarding employment provisions for the Research Fellows should be directed to Academic Human Resources at (562) 951-4503. Questions regarding benefit programs should be directed to Human Resources Administration at (562) 951-4411.

This HR Letter is also available on Human Resources' Web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

JRMcC/gc

Classification and Qualification



STANDARDS

The California State University System

RESEARCH FELLOW

Class Code: 2351

Date Established: 07-31-2002

OVERVIEW:

The Research Fellow classification provides individuals who have completed the requirements of a terminal academic degree program (or all the requirements except the dissertation) with an opportunity to work on a research project or study for the California State University (CSU). Appointments to this classification are temporary in nature and of limited duration. Research Fellow positions are generally funded through grants, contracts or other sources.

Under the mentorship of a principal investigator or administrator, the Research Fellow performs a variety of work in support of a research project or scholarly activities which enhance teaching skills and effectiveness. Incumbents may assist in preparing grant proposals and progress reports and may supervise undergraduate students and/or graduate students working on the project.

The Research Fellow classification is distinguished from the Teaching Associate and Lecturer classifications by assignments that primarily involve research rather than classroom instruction. Unlike the Teaching Associate, Graduate Assistant, or Student Assistant classifications, this classification does not require enrollment as a student or admission in a CSU academic degree program.

ENTRY QUALIFICATIONS:

To enter this classification, an individual normally must have completed the requirements of a terminal academic degree program from an accredited institution of higher education or the equivalent.