**OFFICE OF THE PROVOST**

**STAFF OFFICERS OF RESEARCH**

**QUESTIONNAIRE**

**SCHOOL/DEPARTMENT/INSTITUTE/CENTER:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POSITION WITH RANK:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full-time\_\_\_\_\_\_

Part-time\_\_\_\_\_\_

New Position: Yes \_\_\_\_ No\_\_\_\_

If no, give the name and title of person being replaced and explain why a new questionnaire is being completed.

Name: Title:

Proposed Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Recommended Salary: \_\_\_\_\_\_\_\_\_\_\_

Name of Proposed Appointee (if known):

Current Position (if the person is employed at Columbia):

1. **JOB RESPONSIBILITIES**
2. Summarize the primary responsibilities and purpose of the position.
3. List the specific duties of the position in order of their importance and estimate the usual percentage of time devoted to each, taking into consideration the following categories as defined in the framework for the classification of staff officers of research:
4. Functional Knowledge d. Technical Expertise
5. Problem Solving Skills e. Communication Skills
6. Decision Making/Autonomy

1. If the position includes the supervision of personnel, indicate the titles and number of those supervised (e.g., leadership in the Classification Matrix for staff officers of research).

# SUPERVISION RECEIVED

1. Who is the position’s immediate supervisor? (If it reports to more than one person, list their names and titles and indicate the usual percentage of time spent working for each.)
2. Give the name and title of the Principal Investigator or Head of Research Program, if different from the immediate supervisor(s).
3. How closely is the position supervised?
4. Indicate the degree of independent judgment expected in the position. To what extent does it require individual initiative and discretion in the definition and execution of responsibilities as opposed to performing routine procedures established by others, taking into consideration the Classification Matrix of staff officers of research?

# EDUCATION AND EXPERIENCE (to be assessed by the specific rank)

1. What are the minimum educational requirements for the position (specify degree level and field(s) of degree)?
2. List the specific skills and/or knowledge required for the position.
3. How many years of professional work experience is required for the position?
4. Can work experience substitute for the educational requirements? If so, indicate the type and length of experience and how it will affect the expected level of education.