Job Classification Guidelines

Following each of the eight STAR METRICS® job classification categories listed below are guidance for placement of individuals into that category and examples of university employee classifications that are appropriate for the category.

Technician/Staff Scientist
All personnel who did not fit in another defined category and who are contributing to a research project (i.e., involved in supporting/generating or analyzing data)
- all technical staff including animal technicians, machinists, mechanics
- engineers, statisticians, machinists, mechanics (non-faculty)
- research associates/scientists
- all non-faculty PhD/MS/BS scientists (employees, not post-graduate trainees or students)
- IT staff working directly on the project
- high school students
- lab managers

Faculty
All individuals holding an academic professorial rank
- tenure/tenure track
- clinical
- research
- visiting professors
- adjunct professors
- librarians
- academic specialists

Research Analyst/Coordinator
This category is for individuals involved in large-scale clinical trials/studies who serve as analysts/managers/coordinators/facilitators.
- research analysts
- study coordinators
- IACUC coordinators
- clinical coordinator
- clinical specialist
- research specialist
- lab coordinator

Post Graduate Research
All individuals holding terminal degrees (PhD, MD) who are in temporary training status
- postdoctoral
- medical residents/interns/fellows
- clinical fellowships
Undergraduate Students
Students earning baccalaureate/other degrees including fulltime, part time, summer research assistants, work study

Graduate Students
Students earning advanced degrees
• graduate students (part time, full time)
• medical/dental/nursing/students

Clinicians
All non-faculty health care professionals
• nurses (non-faculty)
• dieticians (non-faculty)
• medical technicians
• nutritionists
• social workers
• physical therapists
• clinical psychologists
• dentalhygienist

Research Support
Individuals in this category should be examined closely, as most administrative research support is funded through university cost recovery (institutional support/indirect costs). However, there are instances where business/media/marketing/administrative personnel are legitimate/required costs, usually associated with large scale center-level projects.
• operation managers/managing directors
• regulatory staff
• appropriate administrative/clerical staff
• outpatient support