

Guidelines for the Appointment of Research Associate and Professional Associate

PURPOSE

These guidelines are for the purpose of giving general guidance on the appointments of Research Associates and Professional Associates, funded from monies administered by the University.

DEFINITIONS

Research Associate

A Research Associate is a person who possesses the qualifications and expertise to conduct independent research activities in collaboration with faculty members and other researchers. The primary responsibility of the research associate is to carry out research. In doing so, duties may include supervision of other researchers and technical personnel and participation in various aspects of student research. Research Associates will normally hold a doctoral degree. In some Faculties a doctoral degree is not normally the terminal degree. In those Faculties an individual would be expected to possess a related Master's degree and several years of experience. This combination of a Master's degree and several years of experience is also an acceptable level of education and experience in Faculties where a doctoral degree is the terminal degree. If you have any questions or concerns related to the use of the Research Associate category please contact your Human Resources Consultant.

Professional Associate

A Professional Associate is a senior researcher or scholar with an established record who conducts research or scholarly activities independently and/or in association with academic colleagues. The primary responsibility of the professional associate is to carry out research and/or scholarship. Duties may include direction of other researchers and technical personnel and participation in various aspects of student research. Professional Associates will normally hold a doctoral degree or have equivalent qualifications and experience.

NON APPLICABILITY

These guidelines do **not** apply to:

1. Research Assistants or Research Technician under the direction of a researcher or a research associate. Depending on their qualifications and specific duties performed, they are categorized under the respective AESES/CUPE 1482 Technician classification.
2. Research Affiliate is an individual who normally holds a full-time academic appointment with the University of Manitoba or with another university and who, as a result of his/her research expertise and achievement, desires an affiliation with a Research Centre/Institute which would be of mutual benefit to both the Research Centre/Institute and the individual. There is no salary associated with the appointment. (for more detail, refer to [“Operational Definitions”](#).)
3. Visiting Academic (including Visiting Researcher) who is appointed for a term or terms not exceeding two years, to teach or conduct research at the University of Manitoba while holding a permanent appointment at another institution, Canadian or foreign, to which the person will return at the end of the visiting term.

APPOINTMENT PROCEDURES

Research Associates and Professional Associates belong to the Research Academic Compensation Group. They should be appointed on the Academic Appointment Form. For letter of offer, please use [Letter of Offer Template #IV.1](#). For details of other attachments (e.g., Summary of Search, legal documents, etc.) refer to [Academic Form Matrix](#).

Hours of work – Research Associates and Professional Associates work a 40 hour week.

Vacation - Research Academic Staff with appointments of one year or more shall be entitled to nineteen (19) working days of vacation entitlement in each full year of full-time service. A prorated number of days shall be provided for: (a) Research Academic Staff whose appointments cover a period of service which is less than a full year in length or any additional period which is not equal to a full year in length; or (b) part-time appointments. Unused vacation days are not paid out at termination or carried over to the following vacation year.

Staff Benefits Eligibility - Where the appointments of Research Associates and Professional Associates are full time and are for a period of twelve months or more they are eligible for the University staff benefit plans.

Revenue Canada Statutory Deductions - Payments made to Research Associates and Professional Associates are employment income subject to statutory deductions for Income Tax, Canada Pension Plan and Employment Insurance.

SALARY GUIDELINES

The salaries of Research Associates and Professional Associates should **relate appropriately to those in academic ranks requiring comparable qualifications, experience and effort**. As these positions are normally funded from external granting sources, it is incumbent on grantees to apply for sufficient funding to provide salaries at levels consistent with the above.

The University annually publishes salary guidelines which set out minimum annual salaries, general salary increase and discretionary increases. Such guidelines consider the current university salary structure for those in academic ranks requiring comparable qualifications, experience and effort, as well as funding levels provided on a nationally competitive basis by such external granting sources as NSERC and CIHR.

Salary on Appointment

Research appointments on or after April 1 of the current fiscal year should be made within the guidelines published for that fiscal year.

Timing of Salary Increases

Research appointees who were in their positions prior to April 1 of the current fiscal year are eligible for a salary increase, in accordance with the published guidelines, with effect from April 1 of that year and annually thereafter. The date should be specified in the letter of offer.



Salary Guidelines for Research Associates

Effective April 1, 2008

Minimum Salary: \$32,000 per annum
General Salary Increase: 2.5%
Discretionary Increase: 0 to 5%, with the higher percentages granted to those at the higher levels of performance

Effective April 1, 2009

Minimum Salary: \$33,000 per annum
General Salary Increase: 2.9%
Discretionary Increase: 0 to 5%, with the higher percentages granted to those at the higher levels of performance

Effective April 1, 2010

Minimum Salary: \$33,000 per annum
General Salary Increase: 0%
Discretionary Increase: 0 to 5%, with the higher percentages granted to those at the higher levels of performance

Questions or Comments? Contact: (204) 474-7930.