

Job description and Teaching // Post-Docs and Research Professors

September 2017

Post-Docs

If a hiring department desires that a post-doc teach during NJIT's standard administrative hours (8:30am – 4:30pm, Monday – Friday)*, the job description must include teaching and approval will also require the concurrence of the chair/dean. If the position is funded from a grant, any teaching responsibility should be considered in the context of research efforts as budgeted and justified in the grant. If the job *is* to include teaching the individual must be hired with the appropriate job description including teaching as part of their responsibility, and at the appropriate salary (no less than the minimum salary per the current UCAN contract in effect at the time of hire); changes to the expected job responsibilities cannot be made after hire.

*If a post-doc takes on teaching responsibilities outside of the standard administrative hours this is not required to be in the job description. An adjunct contract and additional compensation review form would need to be submitted as standard protocol.

Research Professors

Research Professors are expected to focus on the enhancement of the university research enterprise on a full time basis. Research Professors should not be assigned formal teaching responsibilities, consistent with the goal of full-time research. Any additional compensated duties beyond the full-time employment responsibility with respect to research should be justified, and must receive the support and approval of the chair, dean, and provost.