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12-18-19

Article ____
TITLES AND CLASSIFICATIONS

Section 1. As of the effective date of this Agreement, all Student Workers (SW) performing duties below shall be placed into titles and pay classifications based on the nature of duties and eligibility as follows:

Salary/Stipended Positions				
<u>Title</u>	<u>Pay Classification</u>	<u>Code</u>	<u>Duties</u>	<u>Eligibility</u>
Research Assistant 1			Performs research (including scientific rotations) under the supervision of faculty/principal investigator/museum curator	Harvard enrolled graduate students.
Research Assistant 2			Research Assistant 1 with a teaching position (research duties adjusted accordingly).	Harvard enrolled graduate students.
Teaching Fellow 1			Provides instructional services which may include teaching, grading, coaching and/or other academic support services.	Harvard enrolled graduate students teaching at all schools and units. Undergraduate students teaching at all schools and units except the College.
Teaching Fellow 2			Head TF is a Teaching Fellow 1 who in addition leads other TFs	Harvard enrolled graduate students teaching at all schools and units. Undergraduate students teaching at all schools and units except the College.
Pedagogical Fellow			Provides instructional services including but not limited to consulting with TFs, leading pedagogy seminars and workshops and developing	Harvard enrolled graduate students. Prior Teaching Fellow experience.

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			resources/providing pedagogical support and guidance on teaching and professional development (currently based at the Bok Center)	
Instructional Fellow			Leads course and is sole instructor/lecturer teaching outside of DCE.	Harvard enrolled graduate student.
Course Assistant 1			Performs instructional support not including classroom or lab section time	Harvard enrolled undergraduate students.
Course Assistant 2			Performs instructional support, plus classroom or lab section time.	Harvard enrolled undergraduate students

Hourly Positions

<u>Title</u>	<u>Pay Classification</u>	<u>Code</u>	<u>Duties</u>	<u>Eligibility</u>
Hourly Research Assistant			Performs research under faculty/principal investigator supervision	Harvard enrolled graduate students.
Hourly Teaching Fellow			Provides instructional services including but not limited to teaching, grading, and/or other academic support services.	Harvard enrolled graduate students teaching at all schools and units. Undergraduate students teaching at all schools and units except the College.
Hourly Course Assistant 1			Performs instructional support, not including classroom or lab section time	Harvard enrolled undergraduate students
Hourly Course Assistant 2			Hourly CA 1 plus classroom or lab section time.	Harvard enrolled undergraduate students

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Division of Continuing Education Positions

<u>Title</u>	<u>Pay Classification</u>	<u>Code</u>	<u>Duties</u>	<u>Eligibility</u>
DCE Lecturer/ Instructor			Leads course and is sole lecturer/instructor at DCE.	Harvard enrolled graduate and undergraduate students.
DCE Teaching Fellow			Provides instructional services which may include teaching, grading, and/or other academic support services at DCE.	Harvard enrolled graduate and undergraduate students.
DCE Head Teaching Fellow			Coordinates Teaching Fellows, performs administrative instructional support; does not include teaching sections. Head Teaching Fellow may also hold a Teaching Fellow Position.	Harvard enrolled graduate and undergraduate students.
DCE Course Assistant			Performs instructional support at DCE.	Harvard enrolled graduate and undergraduate students.

Section 2. In courses that do not have a Head TF, faculty may designate a Teaching Fellow 1 with additional administrative duties. Such designation will come with additional compensation.

Section 3. The University shall appoint the SW to the highest title and pay classifications for which they are qualified based on the duties of their appointment and their eligibility. If the SWs duties change during their appointment the University may move a SW to a title with a higher pay classification. A SW may request to be moved to a lower pay classification.

Section 4. No modifications or deletions shall be made to the bargaining unit pay classifications and job titles in Section 1 unless they are agreed to by both parties.

Section 5. Definitions:

Rotation -- Most commonly found in programs within the natural sciences, a rotation is a period of time, commonly shorter than a semester, in which a PhD student conducts research within an individual faculty member's research group. Within an academic year a student would perform multiple rotations within different faculty lab groups, most commonly within the student's academic program. The intent of a rotation is to assist the student and potential faculty advisor determine if the lab/research group is best suited to the student's doctoral research.

Section 6. It is not the intent of this article to convert previously salaried/stipended positions to hourly positions. Such modifications shall not be made unless agreed to by both parties.

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