

## **Terms of Reference (TORs) for Research Assistants/Associates/ Fellows**

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Research Assistants (RAs), Associates, and Fellows are responsible for supporting research-active faculty in a wide range of academic and technical tasks. These positions aim to enhance the overall research productivity, publication output, and project efficiency within the School/Department.

### **Position Levels and Eligibility**

- ❖ Research Assistant: Minimum 16 years of education in a relevant field.
- ❖ Research Associate: Minimum 18 years of education in a relevant field with at least 1 HEC-recognized publication.
- ❖ Senior research Associate: Minimum 18 years of education in a relevant field with at least 3 HEC-recognized publication and three years post MS experience.
- ❖ Research Fellow: Minimum 18 years of education with 7 HEC-recognized publications and 6 years' experience, or PhD with 4 years' experience and 4 post PhD publications.

### **Key Responsibilities**

- Assist in developing research objectives and proposals (independent or joint).
- Conduct literature reviews and support academic research for assigned publications.
- Edit and prepare manuscripts for publication; assist with submissions to journal.
- Carry out research protocols, including data collection and analysis.
- Conduct statistical analyses and create visual data representations.
- Prepare presentations, posters, and slides.
- Check facts, proofread, and edit research documents.
- Provide technical and administrative research support as assigned.

### **Deployment and Reporting**

- RAs are deployed with active researchers/faculty for research support.
- One RA is assigned to one faculty member at a time, typically for 3 months.
- A deployment report must be submitted post-deployment, signed by both RA and faculty.
- RA's name must be included in any resulting publication or project output.

### **Publication Requirements**

Pure/Applied Sciences (excluding Y category):

- RA: Minimum 4 publications/year
- SRA: Minimum 5 publications/year, including at least 1 Q1/Q2
- Fellow: Minimum 6 publications/year, including at least 2 Q1/Q2

Social Sciences/Humanities:

- RA: Minimum 4 publications/year (excluding local Y category)
- SRA: Minimum 5 publications/year, including international or Scopus-indexed

- Fellow: Minimum 6 publications/year, including international or Scopus-indexed

\*Joint publications with faculty are mandatory; individual publications are encouraged but optional.

#### **Additional Notes**

- Duration of deployment may be extended based on department needs.
- RA allocation is strictly for research support purposes and must align with institutional priorities.
- All assigned tasks must support the strategic goals of the University.

#### **Course Teaching Guidelines**

RAs (all categories except assistant) may be assigned teaching responsibilities with formal written approval from the relevant Chairperson and endorsement by the Research office. The following conditions apply:

- RAs (all categories except assistant) may teach **one course per semester**, provided they demonstrate subject expertise.
- Teaching duties must not interfere with ongoing research commitments.
- **No additional compensation** will be provided for teaching, and it **will not count toward publication requirements**.
- All teaching assignments must be formally recorded and submitted to ORIC for documentation.

#### **Thesis Supervision**

- RAs (all categories except assistant) are permitted to **co-supervise up to two students at a time**. Compensation for co-supervision will be provided in accordance with the **UMT Co-Supervision Policy**.

#### **Promotion Criteria**

Research Assistants, Associates, and Fellows may progress through ranks based on experience, qualifications, and research output. The promotion pathway generally follows:

- Research Assistant to Research Associate: Minimum 18 years of education (with thesis) and at least 1 HEC-recognized publication.
- Research Associate to Senior Research Associate: Minimum 18 years of education (with thesis), three years post MS experience and at least 3 HEC-recognized publication.
- Senior Research Associate to Research Fellow: 7 HEC-recognized publications and 6 years' research post MS experience (OR PhD with 4 years' experience and 4 post-PhD publications).

Promotions are subject to review by the Research Office, with documented evidence of scholarly work, deployment effectiveness, and contributions to UMT research goals.