

## Research Assistantships Policy

This rank is granted to academically qualified individuals who are primarily engaged in assisting with research projects normally funded by external grants. Research assistants hold the master's or bachelor's degree.

1. Research assistants are on academic appointment; salary and salary increases and the criteria for them, as authorized by the president, are to be implemented with uniformity by all deans concerned after insuring the availability of funds for the duration of the appointment. No research assistant will be appointed prior to the award of the grant. Thus, no retroactive adjustment is authorized.
2. Research assistants may be appointed either on part-time, or full-time basis, according to the following stipulations:
  - a. Part-Time Research Assistants: are defined as individuals whose appointments are for no more than a maximum of 50 percent of full-time appointments and on a semester basis, and may not, in any case, exceed a period of nine months. A part-time research assistant is not eligible for termination benefits, nor for enrollment in the HIP, as per the provisions of the retirement program and HIP. If appointed at less than 50 percent time, the contract may extend beyond nine months, but not more than 11 months.
  - b. Full-Time Research Assistants: are on full-time appointments and have benefits that vary according to the duration of their contracts. Those who have contracts for a period of more than three months are entitled to join the HIP program. However, to benefit from the reduction of tuition fees (for oneself) accorded to other full-time employees as part of the staff education benefit, the contract must be for a period of at least one year. Termination benefits under "Plan B" and the staff education benefits must be budgeted in the grant or through other funds.

It is possible for one or more principle investigators to combine research funds to create a full-time appointment from a number of different grant funds, and thus, to combine several part-time positions into a full-time position. When this occurs, the benefit provisions under 3b above apply. Such benefits may include only HIP coverage, or a combination of HIP, termination benefits, and/or staff education benefits, depending on the contract offered and the size of the budget involved.

For current salary information, please contact the Human Resources Department.

To cover complete benefits for full-time research assistants, include an amount determined by applying the current benefits rate, as established by the Comptroller's Office, to the base salary.

**For any comments, feedback, or query, please contact: [aubpolicies@aub.edu.lb](mailto:aubpolicies@aub.edu.lb).  
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