

Benchmark Grid for Grades 60-61 Administrative Positions



	Grade Level 60	Grade Level 61
Leadership Responsibility and Span of Controls (incl. people management)		
Typically have greater than 1-2 direct and up to 20 indirect direct reports	✓	
Typically have greater than 5 direct and 20 indirect direct reports		✓
Responsible for contributing to and executing a small to mid-size dept/center vision typically in a growth phase	✓	
Responsible for contributing to and executing the dept/center vision		✓
Creates, builds, evaluates and implements administrative infrastructure that serves the needs of chair, faculty and students	✓	✓
Frequently participates in Harvard, FAS or Division wide strategic planning	✓	✓
Financial Responsibility		
Typical budget of 1 million to 5 million with complex funding structures	✓	
5 million and/or complex grants or multiple grants requiring vigorous compliance/oversight		✓
Raises funds or identifies and secures new sponsored research opportunities.	✓	✓
Technical or Specialist Knowledge		
May provide technical or programmatic expertise or direction for the dept. /center	✓	✓
Direct input into academic and/or research goals for the department		✓
May act as Chief Safety Officer	✓	✓
Resource Management Oversight		
Manages significant space or multiple locations		✓
Manages space or multiple locations	✓	
Significant international office or overseas presence	✓	✓
Provides oversight to a significant population of post docs or other academic staff		✓
Leads the department in the design/construction and fit-out of new laboratories working with the University's project team to ensure program needs are met in conjunction with budget and schedule parameters		✓
May be responsible for managing multiple centers or imbedded programs	✓	
Key Collaborations or HU/External Constituents		
Responsible for managing joint ventures or relationship with external constituents		✓
May have significant role in interfaculty initiatives, collaborations with other Harvard entities or external constituents	✓	
Builds collaborative bridges and ventures with areas inside and outside of Harvard		✓
May provide mentoring to junior faculty directors or chairs in a small center during growth phase	✓	
Other		
At least 10 years related experience		✓
At least 8 years related experience	✓	
May hold PHD or other advanced degree in area of programmatic responsibility	✓	✓
Represents Senior Faculty on Faculty Committees		✓
May represent Senior Faculty on Faculty Committees	✓	✓

