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## 3051: GENERAL GUIDELINES

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Project series titles are given to those appointees who make significant and creative contributions to a research or creative project in any academic discipline. Appointees may be ongoing members of a research team or may be employed for a limited period of time to contribute high-level skills to a specific research or creative program. They are not required to carry out independent research or develop an independent research reputation, nor are they expected to demonstrate the capacity to do so. Ordinarily, appointees will carry out research or creative programs with supervision by a member of the Professor or Professional Research Series. Nevertheless, those who hold a Project title are expected to have a broader range of knowledge and competency and a higher level of independence than appointees in the Specialist series, whose appointment and advancement depend on the technical contributions that they make to the work of the research team.

Though an appointee in the Project series does not usually serve as a Principal Investigator, the Vice Chancellor for Research has the authority to grant exceptions. Any request for and approval of an exception to this policy must be in writing and must be made prior to any offer of employment. Exceptions are generally required when the candidate lacks the full requirements for a Professional Research title.

### A. CRITERIA

Candidates for a title in this series must have earned a doctorate or its equivalent.

In judging a candidate for appointment or promotion to a position in this series, the two criteria outlined and described below are used. An evaluation of the candidate's achievement in both criteria is required, though reasonable flexibility may be exercised in balancing heavier commitments and responsibilities in one area against lighter commitments and responsibilities in another area. Project titles do not require appointees to participate in University and public service, though doing so is encouraged.

Project Scientists do not have any teaching responsibilities. Project series appointees, however, may be involved in the training and mentorship of undergraduates and graduate students. Appointees in this series who teach must hold concurrently an appropriate instructional title, following campus review procedures for such appointment.

#### **Significant, original, and creative contributions to a research or creative program or project**

This can be documented by one or more of the following:

- Publications that acknowledge the appointee's significant and meaningful contribution to the work.
- Publications on which the appointee is an author.
- Other evidence (e.g., letters from collaborators or Principal Investigators) that work done by the appointee contributed to publishable research.
- Active dissemination of information (beyond the boundaries of the campus) through informal instruction, presentations, or other means stemming from the appointee's research accomplishments.
- Other evidence of recognized expertise may include formal documentation of intellectual effort and participation in publishable research activities, first authorship on publications/patents, presentation of research at regional/national meetings, invitations to review grant proposals and/or journal articles, invitations to participate in research projects, and/or service on advisory panels.

Research publications and other creative accomplishments will be evaluated, not merely enumerated. There should be evidence that the candidate is continuously and effectively engaged in research activity of scholarly quality and significance within the defined area of expertise and specialization, contributing broad knowledge and competency at a high level of independence to a research or creative program.

### **Professional competence and activity**

Project series appointees are expected to engage in professional activities that are directly related to their professional expertise and achievement. The appointee's professional activities will be examined for evidence of achievement and leadership in their field of expertise and for demonstrated progression in the development or utilization of new approaches and techniques for the solution of professional problems.

Such activities may include:

- Participating in appropriate professional/technical societies or groups and other educational and research organizations.
- Reviewing research proposals.
- Reviewing journal manuscripts and other publications related to the area of expertise.

### **B. RANK**

#### **Appointments**

The initial rank (Assistant, Associate, or Full) of an appointee to the Project series is dictated by:

- The specialization, productivity, and experience of the candidate;
- The complexity and quality of the research for which the candidate will be responsible;
- The level of independence with which the candidate will work (working independently does not mean that the candidate has an independent program); and
- The specialized research assignments/tasks the candidate will assume.

#### **Advancements**

As an academic appointee, advancement of a candidate in this series is based on individual qualifications and meritorious performance/scholarly achievement and is not automatic or based on length of service. Advancement through the ranks requires measurable growth in the candidate's research efforts/activity with respect to quality, productivity, scope, reputation, and impact within the research field.

Promotion to the next rank requires continued scholarly achievement and professional growth, resulting in publishable research and other evidence of productivity, as well as increased professional recognition.

### **C. SALARY**

Appointees to the Project series are compensated according to the **Academic Salary Scales** issued by the Office of the President on a fiscal year basis. Off-scale components are allowable in this series (See **APM 620**).

Appointees may serve full-time, part-time, or without salary. Project titles may be supported by State and non-State funds. Funding sources used to compensate the Project series must permit research and be approved by either the Dean or Sponsored Projects.

### **D. TERMS OF SERVICE**

An appointment or a reappointment to the Project series is made with a specified ending date. This is communicated to the appointee in the Appointment Letter or the Reappointment Letter.

Maximum terms for appointments and reappointments are provided below; when appropriate, recommended terms may be shorter. Reappointments may be made to the same rank and step, i.e., without a merit increase or promotion.

The EVC/Provost has the authority to approve above-scale salary levels up to and including the Regental compensation threshold. For salaries beyond the Regental compensation threshold, authority rests with The

Regents on recommendation of the President, after appropriate review and as prescribed in **Section 101.2 (a)(2)** of the Standing Orders of The Regents.

Level	Max. Appt. Term	Normal Periods of Service	Service Limits
Assistant Project I, II, III, IV, V, VI	2 years	2 Years per Step	8 Years <b>(APM 311)</b>
Associate Project I, II, III	2 years	2 Years per Step	None
Associate Project IV, V	3 years	3 Years per Step	None
Project I, II, III, IV	3 years	3 Years per Step	None
Project V, VI, VII, VIII, IX and Above Scale	3 years	None	None

**E. NORMAL PERIOD AT RANK AND/OR STEP**

Normal periods of service at each step are listed in the table above. Six months or more of service, with or without salary, in any fiscal year counts as one full year of service. Titles of Assistant Project V and VI, and Associate Project IV and V are used only in exceptional situations and with proper justification. When service at Assistant Project V is followed by service at Associate Project I, the normal period of combined service with both titles at the steps indicated is two years. This applies for combined service at Assistant Project VI and Associate Project II, at Associate Project IV and Project I, and at Associate Project V and Project II.