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## 3053: APPOINTMENT

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The Project series is used for academic appointees who are expected to have a broad range of knowledge and competency and a high level of independence while engaging in research or contributing to a creative program or project. Candidates must have earned a doctorate degree or its equivalent.

### A. CRITERIA

Project series appointments are made to provide research projects with necessary skills, experience, and knowledge. Individuals appointed to the series are expected to have specialized education, training and a high level of independence. At the Assistant level, the appointee contributes to the research efforts of existing projects with a level of independent participation. At the Associate and Full levels, the appointee provides considerable input in the planning and execution of research projects, moving towards independent project development. Providing specialized skills in support of research, rather than conducting research as the principal responsibility, is also allowable in this series.

### B. PROCESS

The Principal Investigator will prepare an appointment file for the selected candidate to be forwarded to the appropriate Dean. The appointment file should contain an updated curriculum vitae, verification of funding, and a completed **AP-611** form, which provides the following information:

- candidate's name
- proposed title, step, annual salary, percentage, appointment begin and end date
- information regarding any current UC employment to verify that candidate is not currently in a represented position
- specific qualifications that apply to the Project series
- outline of expected duties and contributions

Non-confidential letters of recommendation or other supporting documents may be included.

The Dean's office will forward the appointment file to APO for review. Following review by APO and approval of the Dean, the Dean's office will issue an appointment letter to the candidate. The completed file will be forwarded to APO as Office of Record for academic appointments.