
3063: APPOINTMENT

A. TERMS OF SERVICE

An appointment or reappointment to a Specialist title is normally made with a specified ending date. Appointments may be made on a full- or part-time basis. Reappointments may be made to the same rank and step; i.e., without a merit increase or promotion. There is no limit on service at any rank or step in this series.

B. CRITERIA

In judging a candidate for appointment in this series, the following criteria are provided as guidelines and may be used flexibly where deemed necessary. For possible forms of evidence for these criteria, see **APM 330-10**.

- Performance in research in specialized areas
- Professional competence and activity
- University and public service

Particular attention should be paid to the analytical evaluation of the candidate's accomplishments.

General guidelines for initial appointment requirements are as follows (APM 330-11):

- **Junior Specialist:** Recent bachelor's degree related to proposed responsibilities or equivalent research experience
- **Assistant Specialist:** Bachelor's degree related to proposed responsibilities or up to five years' relevant experience.
- **Associate Specialist:** Bachelor's or master's degree (or equivalent); or five to ten years' relevant experience. Advancement beyond Associate Specialist I requires meritorious performance and a growing record of accomplishment and independence.
- **Specialist:** Master's or doctorate (or equivalent); or more than ten years' relevant experience; significant expertise and record of accomplishments. Advancement beyond Specialist I requires meritorious performance and a growing record of accomplishments and specialized contributions that have a major impact on the project(s).

In addition, appointment levels reflect the candidate's expertise in the given specialty. The initial rank of an appointee is determined by:

- the specialization and experience of the candidate;
- the complexity 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 duties the candidate will assume.

C. SALARY

- Individuals appointed to this series are compensated on the **Academic Salary Scale for the Specialist series** on a fiscal year basis
- Salaries are subject to range adjustments
- Each funding source for this series must permit research
- Appointments without salary are allowable in this series

D. PROCESS

1. The Principal investigator (PI) 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 Specialist 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.