

**College of Natural and Agricultural Sciences**  
**Junior Specialist**

	JR. SPECIALIST SERIES
Title Codes	003329
Policy Reference	<a href="#">APM 330</a>
Academic Senate Membership	No
Titles/Levels	Junior Specialist (003329)-NEX; Junior Specialist (003330)-EX
Definition	For graduate students (domestic or foreign non-UC) who are coming to UCR to do research under the supervision of our faculty, or for non-students, without a Ph.D., who are temporarily doing research in a lab or in the field.
Terms of Service	May serve full-time, part-time, with or without salary; initial appointments should be made at Step I, with appointment term no longer than one year. For a <b>graduate student (domestic or foreign, non-UC)</b> , reappointment can be up to four years, but total appointment may not exceed five years. For a <b>non-student or undergrad student (domestic or foreign, non UC), and without a Ph.D., coming to UCR to do research in a lab or in the field</b> , a reappointment can be up to one year, but total appointment may not exceed two years; see appointment/reappointment form on CNAS website. The appointment is only valid for the period approved on the "Request for Appointment/Reappointment - Junior Specialist" form.
Duties	Engage in research in specialized areas and who do not have any teaching responsibilities. Do not conduct independent research but provide contributions to the research team.
Degree Requirement	Degree requirements are not specified in APM - <b>cannot have Ph.D.</b>
Criteria for Appointment	Appointment and advancement depend upon the contributions made to the work of the research team.
P.I. Status	No
Merit Review Criteria	A merit increase may be considered after one year at Jr. Specialist, Step I.
Approval Authority	Appointments/reappointments/merits at Jr. Specialist level are Dean's final.
Salary Scale Range	Fiscal Year--see salary scale - Table 24N - <b>off-scale salaries apply.</b>
Off-Scale Allowed	Yes
Vacation Leave	Appointments on a fiscal-year basis for 6 months or more at 50% time or more accrue vacation.
Sick Leave	Fiscal-year appointees accrue sick leave provided the appointment is at 50% or more time.
8-Year-Rule	Not specified. Assumed not applicable.
Subject to Layoff	Appointments which have specific ending dates are subject to APM - 137. When appointment in this series is terminated due to budgetary reasons, lack of work, or programmatic needs, APM - 145 applies. When department is notified by P.I. that Junior Specialist is being laid-off/reduced in time, the department will notify Labor Relation, copying the Dean's office of the proposed action. Affirmative Action will need to review the proposed action as well before the action can occur. Once the action has been reviewed by all three offices, department will then give the Junior Specialist a 30 day written notice of the action.
Funding	May be supported by State funds and/or non-State funds.
Sabbatical Leave	Not eligible.
Leave with Pay	Eligible if leave is in the interest of the University and if funds are available.
Affirmative Action Search or Waiver Needed for Appointment	No AA search or waiver required.
Faculty Vote for Appointment	Not Required.
Extramural Letters Needed for Appointment	No letters required.
Job Description	Not Required.
Visiting Titles	No
Bargaining Unit	Non-represented. (99)
APPOINTMENT/ REAPPOINTMENT FILES:	Use Junior Specialist Series appointment/reappointment form and submit electronically. The form, with the Dean's approval signature, will be returned to the department. It is the department's responsibility to obtain employee's signature and return a signed copy to the Dean's office. Entry into UCPATH may NOT be made until a signed copy is on file in the Dean's office.
Notes:	If previous UCR Lab Assistant, in order to change titles, the duties CAN NOT be the same. Departments are responsible to compare Lab Assistant Job Description with Junior Specialist justification to ensure compliance. Lab Assistants should have technical duties whereas Junior Specialists duties should be research focused.
	<b>Disclaimer: this document replaces the College Guidelines for Junior Specialists.</b>