|  |  |
| --- | --- |
| [ ]  **APPOINTMENT:** (Complete A, B, D-G)  | [ ]  **REAPPOINTMENT:** (Complete A ,C-F) |
| Department Name & Code:      | Dept. Contact:      | Phone #:      |
| Candidate’s Name (Last, First):      | Employee ID #:      | Candidate’s email address:      |
| Extension #:      | Candidate’s Building/Office/Lab:      | Candidate’s phone #:      |
| Visa Type:       **If HIB, attach email from ISC re: prevailing wages** | Visa Expiration:        | Visa Request ID#:       |
| Need Lab Safety Training? **Yes [ ]  No [ ]  If already taken, when**:       (month/year) |
| Supervisor’s Name:       | Misc. Notes:       |

1. **RECRUITMENT -** Please check appropriate box (**refer to “UCR Academic Recruitments – Search and Search Waiver Requirements”**)

# [ ]  Recruitment processed (include AP Recruit JFP # or MathJobs #:      )

# [ ]  No waiver required (Appointment/subsequent Reappointments are less than 2 years) Initiate recruitment on       (Date:18 months from initial appointment)

# [ ]  No Recruitment required – give justification:

1. **APPOINTMENT** - Please include the following documents:

[ ]  APSU Bio/Bib**,** signed [ ]  Job Description (**use template attached**)

[ ]  Three Letters of Reference (P.I. cannot be one of the Writers) [ ]  Copy of Ph.D. or equivalent

|  |  |  |
| --- | --- | --- |
| Title:  |  Step:      | % of Time:     % |
| Appointment Dates:       to      (end date *cannot* surpass funding end date)**Length of appt. 2 years or more? Yes** [ ]  **No** [ ] **If yes, recruitment must be processed before appt. can be made.** | (Select One Box)[ ]  Annual Salary (Exempt only): $     [ ]  Hourly Rate (Non Exempt only): $      |
| **Criteria for Appointment based on previous experience (must address each of the following):** * **Demonstrated significant, original, and creative contributions to a research or creative program or project;**

     * **Professional competence and activity;**

     * **University and public service (encouraged, but not required);**

      |

1. **REAPPOINTMENT** – Please include the following documents:

# [ ]  APSU Bio/Bib, updated/signed (1 per year) [ ]  Job Description (use template attached)

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| --- | --- | --- |
| Title: |  Step:      | % of Time:     % |
| Reappointment Dates:       to      (end date *cannot* surpass funding end date) | (Select One Box) [ ]  Current Annual Salary (Exempt only): $     [ ]  Current Hourly Rate (Non Exempt only): $      |
| **Criteria for Reappointment based on work completed since appointment/reappt.(must address each of the following):** * **Demonstrated significant, original, and creative contributions to a research or creative program or project;**

     * **Professional competence and activity;**

     * **University and public service (encouraged, but not required);**

      |

1. **FUNDING (Please attach email approval from Financial Analyst)**

|  |  |  |
| --- | --- | --- |
| Full Fund Number | % of Time | End Date |
|       |      % |       |
|       |      % |       |

1. **NEAR RELATIVE WAIVER REQUEST (if applicable)**

|  |
| --- |
| I am requesting permission to hire      , the       of      , who is also employed in the Department of      . In accordance with Academic Personnel Policy 520-16,       will not participate in the processes of review and decision-making on any matter concerning      ’s appointment, promotion, salary, retention or termination. |

1. **VOTE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DEPT. VOTE | DATE:       | POSITIVE:       | NEGATIVE:       | ABSTAIN:       | UNAVAILABLE:       |
| ADVISORY VOTE | DATE:       | POSITIVE:       | NEGATIVE:       | ABSTAIN:       | UNAVAILABLE:       |

1. **SUPPLEMENTAL FORM REQUIRED IF EITHER ‘YES’ BOX BELOW IS CHECKED**

*\*Is the appointee currently a postdoc and has reached their 5-year max. experience?*  **Yes [ ]  No [ ]**  *If no, fill out a supplemental form.*

* 1. Is the appointee currently employed by UCR? Yes [ ]  No [ ]
	2. Were 50% or more of the duties performed previously by a represented position? Yes [ ]  No [ ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Supervisor’s Signature | Date |  | Department Chair’s Signature | Date |

**JOB DESCRIPTION
PROJECT SCIENTIST SERIES**

**(APM 311)**

**CANDIDATE’S NAME:**       **RANK & STEP:**       **SUPERVISOR’S NAME:**       **RESEARCH AREA:**

*Definition of Title (311): academic appointees who make significant and creative contributions to a research or creative project in any academic discipline. They are not required to carry out independent research or develop an independent research reputation. They do not have any teaching responsibilities.*

**DUTIES TO BE PERFORMED FOR APPOINTMENT, REAPT. AND ADVANCEMENT (*address all three ar*eas for appointment/reappointment):**

1. Demonstrated significant, original, and creative contributions to a research or creative program or project:

1. Professional competence and activity:

1. University and Public Service are encouraged but not required:

**Other responsibilities if applicable:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Candidate’s Signature |  | Date |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Supervisor’s Signature |  | Date |