

College of Natural and Agricultural Sciences
Specialist Series

	SPECIALIST SERIES
Title Codes	003300, 003301, 003310, 003311, 003320, 003321
Policy Reference	APM 330
Academic Senate Membership	No.
Titles/Levels	Specialist/NEX (003300/003301); Associate Specialist/NEX (003310/003311); Assistant Specialist/NEX (003320/003321)
Definition	Appointees provide a unique contribution to research in specialized areas.
Terms of Service	May serve full-time, part-time or without salary; appointments for Asst. & Assoc. are for two years or less and can be reappointed depending on funding; appointments for Specialists are for three years or less and can be reappointed depending on funding. Appointments should always have a 6/30 end date unless funding expires prior to that date.
Duties	Engage in research in specialized areas and who do not have any teaching responsibilities. Do not conduct independent research but provide technical contributions to the research team.
Degree Requirement	See APM 330 for degree or experience guidelines for each rank
Criteria for Appointment	Appointment and advancement depend upon the technical contributions made to the work of the research team: 1. Performance in research in specialized areas. 2. Professional competence and activity. 3. University and public service.
P.I. Status	No.
Merit Review Criteria	Appointees (Asst. - Full) are subject to merit/promotion review. Appointments, reappointments, merits and promotions shall be reviewed on performance in research in specialized areas, professional competence and activity and University and public service.
Approval Authority	Appointments, reappointments, merits and promotions are Dean's final.
Salary Scale Range	Fiscal Year --see salary scale - Table 24 -; Fiscal Year NEX--see salary scale- Table 24N; off-scale salaries do apply.
Off-Scale Allowed	Yes per APM 620-14
Vacation Leave	Appointments on a fiscal-year basis for six 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. Dept. will contact the Labor Relations Office and copy the Dean's Office; Affirmative Action will review/approve letter before the action can occur. Once approved, dept will give to employee a 30-day written notice of action.
Funding	May be supported by State funds and/or non-State funds.
Sabbatical Leave	Not eligible.
Leave with Pay	Eligible - when the leave is in the interest of the University and if funds are available. Dean's approval; use UPAY 573.
Affirmative Action Search or Waiver Needed for Appointment	Affirmative Action Search - Yes. Use Guideline Two from the Faculty Recruitment & Hiring Toolkit - "Affirmative Action Recruitment Guidelines for Academic Positions." Request for Waiver of Search - refer to "UCR Academic Recruitments - Search and Search Waiver Requirements" policy effective 4-16-12 - can be found on APO website or on CNAS Prime site. If a waiver is appropriate then process Affirmative Action Search Waiver through AP Recruit.
Faculty Vote for Appt/Reappt	Yes.
Extramural Letters Needed for Appointment	Yes - minimum requirement of 3 (may be internal). The P.I. cannot be one of the extramural letter writers.
Job Description	Required - use template on CNAS Prime site. Signatures of the candidate and Supervisor are required.
Visiting Titles	No.
Bargaining Unit	Non-represented. (99)
APPOINTMENT/ REAPPOINTMENT FILES:	Use Specialist Series appointment/reappointment form on CNAS Prime site and submit electronically to Dean's Office with appropriate documentation.
Supplemental Form	If in previous staff position, in order to change titles, the duties cannot be the same. Departments are responsible to compare to Lab Assistant or SRA job description (or other staff title) with Specialist justification to ensure compliance. The Non-Senate Appointment/Reappointment Supplement Form is required.