

UC Davis Academic Personnel Manual

Appointment and Promotion

Section UCD APM 330, Appointment, Merit, and Promotion of Specialists

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Responsible Department: Academic Affairs

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I. Definition

- a. The Specialist stays apprised of emerging issues and problems and maintains technical competence in the designated area(s) of specialization. Within this defined area and when appropriate, the Specialist is expected to provide expertise, facilitate teamwork, develop collaborative relationships with colleagues, and supply input into the planning and conduct of research. Specialists are not expected to have their own independent research program and hence do not have principal investigator (PI) or co-investigator status by virtue of title. While not an expectation, Specialists may request PI status as an exception to policy and/or may collaborate with a PI in preparing research proposals for extramural funding.
- b. Appointees in this series may be ongoing members of a research team or part of a research facility or may be employed for a limited period of time to contribute technical or specialized skills to a specific research program.

II. Types

- a. Titles and ranks in this series are:
 1. Junior Specialist
 2. Assistant Specialist
 3. Associate Specialist
 4. Specialist
- b. An appointment occurs when a person is employed in one of the four ranks listed above, if the individual's immediately previous status was: (1) not in the employ of the University; or (2) in the employ of the University but not with a title in this series.
- c. A merit increase is an advancement in salary step or to an above-scale salary rate without change of rank.
- d. A promotion is an advancement from one rank to a higher rank within this series, usually the next rank as listed above. All appointees in the above titles are eligible to promote to the next higher rank.

III. Qualifications

- a. The initial rank (Junior, Assistant, Associate, full Specialist) of an appointee to the Specialist series is dictated by the experience of the candidate, the complexity of the research for which the candidate will be responsible, the level of autonomy with which the candidate will work, and the specialized research duties the candidate will assume.
- b. Systemwide guidelines for appointments within the Specialist series are outlined in APM 330 11. The following guidelines describe the qualifications for appointment and advancement implemented at UC Davis.

1. A Junior Specialist appointee should have a baccalaureate or similar degree in a discipline relevant or related to the research conducted in the unit hiring the appointee, or if lacking a relevant baccalaureate degree should have experience with the appropriate specialized research methods. In general, it is inappropriate to appoint an individual with a Master's or doctoral degree in the relevant discipline or a baccalaureate degree plus three or more years of experience with the specialized methods as a Junior Specialist.
2. An Assistant Specialist appointee should possess expertise consistent with four to six years of training and/or experience in the relevant area of research and specialization. Appropriate qualifications for appointees at this rank would include possession of a Master's degree in a relevant discipline, or possession of a relevant baccalaureate degree plus three or more years of research experience. It is inappropriate to appoint an individual with a doctorate in a discipline relevant or related to the research as an Assistant Specialist.
3. An Associate Specialist appointee should possess expertise consistent with six to ten years of experience in the area of specialization. Qualifications would include a doctoral or terminal degree, a relevant Master's degree plus two to five years of research experience in the appropriate specialization, or a baccalaureate degree plus six to ten years of research experience. Associate Specialist appointees should have an established record of service and demonstrated contributions to publishable research.
4. A full-rank Specialist should have ten or more years of experience in the specialized research methods consistent with a terminal degree in the appropriate discipline plus additional research experience, or a Master's degree and six or more years of experience in the area of research specialization. A full-rank Specialist appointee must have a significant academic record of contributions to published research and a demonstrated commitment to service.
5. Appointees in the Specialist series make technical or specialized contributions to research that are at least sufficient to receive formal acknowledgement in publications. Appointees are eligible for advancement at normative time intervals. Advancement is based on meritorious performance and scholarly achievement, rather than on cumulative length of service. Advancement through the ranks requires measurable growth in the candidate's research efforts and activity with respect to quality, productivity, scope, reputation, dedication and impact within the research field.

IV. Conditions of Employment

- a. In addition to the conditions enumerated in APM 330 21, appointees at the assistant, associate and full-rank are members of the Academic Federation unless they hold a split appointment in a series that grants membership in the Academic Senate. Appointees to the Junior Specialist title are not members of the Academic Federation.
- b. Junior Specialist is a post-baccalaureate title that is limited to two years. A third year may be approved as an exception. Appointees must have a baccalaureate degree or similar degree in a relevant discipline and/or equivalent experience with the appropriate specialized research methods, and are expected to engage in a specialized area of research or to have a specialized technical expertise.

V. Authority

- a. Authority to approve appointments, reappointments, merit increases, promotions, and terminations in the Specialist series, following appropriate review, rests with the Chancellor. However, approvals for various actions have been redelegated.
- b. The department chair or other academic administrative officer who serves or would serve as immediate supervisor of a Specialist has the authority to recommend an appointment, merit increase, or promotion of an individual in the Assistant, Associate, or Full Specialist title after a

thorough department review and vote in accordance with the department's approved voting procedures for members of the Academic Federation.

VI. Recommendation and review

- a. Appointees in the Specialist series are evaluated for merit and promotion based on the criteria outlined in APM 330 10 and as specified in individual position descriptions. As is the case in other academic series, mere length of service is not sufficient justification for advancement. Rather, advancement will require evidence of intellectual growth, and continuous and effective engagement in research activity of quality and significance in the defined area of expertise.
- b. The Specialist's professional activities will be evaluated for evidence of achievement and recognition in the field of expertise and for contributions to the development or utilization of new approaches and techniques. Professional competence and activity is optional for Junior and Assistant Specialists, but required for Associate and full Specialists.
- c. Specialists may engage in University and public service, provided these services comply with the requirements of the candidate's funding source. At the Junior and Assistant Specialist ranks, University and public service may be minimal.