

[Original rpeterston; revised 8/9/16 ajb/rp: Engr. Server/Faculty Info/9. Temporary Academic Personnel Appointments/Reference Matrices]

	Professional Research Series	Postdoctoral Scholars	Project (e.g., Scientist) Series	Specialist Series
<b>Visiting Prefix May be Applied.</b>	Yes  See Title Code below for title codes applicable to visiting appointments.	No	Yes  See Title Code below for title codes applicable to visiting appointments.	No
<b>Appointment/Reappointment forms</b>	<p><b>Use the following forms:</b> Research Appointment/Reappointment Request (<a href="#">RARR</a>) form -and- <a href="#">Cover Sheet for Research Appointment/Reappointment Request</a></p> <p><b>Documentation Required:</b> See RARR form</p> <p>All initial appointments in the Research Series require reference letters. Appointments at the Assistant level only require 3 letters (they may be solicited at the dept. chair or director's request, however, non-solicited letters are acceptable). Appointments at the Associate Researcher and/or Full Researcher levels should be solicited from a balanced list of letter writers suggested by the candidate (3 – 6 names) and the department/center (matching 3 – 6 names).</p>	<p><b>Use the following appointment forms:</b> Research Appointment/Reappointment Request (<a href="#">RARR</a>) form -and- <a href="#">Cover Sheet for Postdoctoral Scholar Appointment Request</a> -and- <a href="#">Graduate Division Postdoctoral Scholar Appointment form</a></p> <p><b>Use the following reappointment forms:</b> Postdoctoral Scholar Reappointment Form (<a href="#">PDR</a>) -and- Postdoctoral Scholar Supplemental Information (<a href="#">PDSI</a>)  <ul style="list-style-type: none"> <li>This document is required only if the science of the research project and/or training or other requirements have changed since the initial appointment.</li> </ul> </p> <p><b>Documentation Required:</b> See RARR form for appointment.</p> <p>Additional documentation is not required for reappointment unless exceptions to policy are requested. Refer to the PDR form for documentation required for exceptions.</p> <p>Per Article 2. C. of the UC-UAW contract Postdocs must be provided written notice of appt. no later than 7 calendar days following the start of appointment. Postdocs should be provided written notice of reappointment no later than 30 days prior to the start of a reappointment.</p>	<p><b>Use the following forms:</b> Research Appointment/Reappointment Request (<a href="#">RARR</a>) form -and- <a href="#">Cover Sheet for Research Appointment/Reappointment Request</a></p> <p><b>Documentation Required:</b> See RARR form</p> <p>All initial appointments in the Project Scientist Series require reference letters. Appointments at all levels require 3 letters (they may be solicited at the dept. chair or director's request, however, non-solicited letters are acceptable).</p>	<p><b>Use the following forms:</b> Research Appointment/Reappointment Request (<a href="#">RARR</a>) form -and- <a href="#">Cover Sheet for Research Appointment/Reappointment Request</a></p> <p><b>Documentation Required:</b> See RARR form</p> <p>All initial appointments in the Specialist Series require reference letters. Appointments at all levels require 3 letters (they may be solicited at the dept. chair or director's request, however, non-solicited letters are acceptable).</p>

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<b>Academic Reviews</b>	<p>Yes (Refer to the CALL and APM 310 for normal service at step)</p> <p>Reviewed on research qualifications and accomplishments, professional competence and activity, and University and public service equivalent to those for the Professor series; Assistant Researcher is not required to participate in University or public service.</p> <p>Dean's authority all merit and promotion files</p> <p><i>Not applicable to visiting titles</i></p>	<p>No normal merit review period.</p> <p>PI may recommend a merit after one year of service. A merit increase would be in addition to the annual increase required by the UC-UAW contract. Merits require Dean's Approval. Please refer to the Request for Jr. Specialist or Postdoctoral Scholar Merit (<a href="#">SPPD</a>) form.</p> <p>For information on required annual increase amounts, Refer to:</p> <ul style="list-style-type: none"> <li>• Postdoctoral Scholar UC-UAW Contract</li> <li>• Table: Postdoctoral Scholar Minimum Salary <a href="http://graduate.ucr.edu/Postdocs.html">http://graduate.ucr.edu/Postdocs.html</a></li> <li>• Graduate Division's Office of Postdoctoral Studies</li> </ul> <p>Per Article 9. B. 5. Of the UC-UAW contract: Annual Written Evaluation/Assessment by the Mentor/PI is required. "The supervisor may utilize an independently developed or a pre-established form when conducting the Annual Review." <a href="http://graduate.ucr.edu/Postdocs.html">http://graduate.ucr.edu/Postdocs.html</a></p>	<p>Yes (Refer to the CALL and APM 311 for normal service at step)</p> <p>Reviewed for demonstrated significant, original and creative contributions to a research project, professional competence and activity; University and public service are encouraged but not required.</p> <p>Dean's authority all merit and promotion files.</p> <p><i>Not applicable to visiting titles</i></p>	<p><b>Specialists</b> – Yes (Refer to the CALL and APM 330 for normal service at step )</p> <p><b>Jr. Specialists</b> - No normal review period. May be reviewed after one year at step I. Merit to step II may be recommended by the PI via the Director or Department Chair and approved by the Dean. Please refer to the Request for Jr. Specialist or Postdoctoral Scholar Merit (<a href="#">SPPD</a>) form.</p> <p><b>Assistant through Specialist</b> - Reviewed for performance in research in specialized areas, professional competence and activity and University and public service.</p> <p>Dean's Authority all merit and promotion files.</p>
<b>Academic Senate</b>	Non-Senate	Non-Senate	Non-Senate	Non-Senate
<b>Funding</b>	Normally contract and grant funds	<p><b>Employee</b> –The agency funding the salary requires or permits the appointee to be an employee of the University; or General Funds, Opportunity Funds or other UC discretionary funds are used to support the position.</p> <p><b>Fellow</b>– postdoctoral scholar is awarded a fellowship or traineeship by an extramural agency and is paid through a UC account.</p> <p><b>Paid Direct</b> – postdoctoral scholar is awarded a fellowship or traineeship by an extramural agency and is paid directly by the agency</p>	May be supported by state and non-state funds.	Normally contract and grant funds
<b>Continuation of Appt. Status</b>  <i>Continuation of all appointments is contingent on available funding and satisfactory performance.</i>	<p>Year to year contract (generally appointed up to one 1 year at a time)</p> <p>8-year limit applies</p> <p><i>Visiting titles limited to a maximum 2 yrs consecutive employment</i></p>	<p>Year to year contract (Initial appt. must be for at least one year and may be up to three years). Reappts. less than one year may be approved for specific reasons. (Refer to BCOE PDR form or Postdoc UC-UAW Contract for details).</p> <p>Total duration may not exceed five years, includes postdoc service at institutions outside UC either nationally or internationally.</p>	<p>Year to year contract (generally appointed up to one 1 year at a time)</p> <p>8 –year limit of service does not apply at UCR.</p> <p><i>Visiting titles limited to a maximum 2 yrs. consecutive employment</i></p>	<p><b>Jr. Specialists</b> - may be up to one year at a time. May be appointed up to a maximum of 5 years for grad students elsewhere, all others, up to a maximum of 2 years.</p> <p><b>Asst. – Specialist</b> - Year to year contract (generally appointed up to one 1 year at a time)</p> <p>8 – year limit of service does not apply.</p>

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<b>PI Status</b>	Yes (50% pay status or above)	May be PI on awards that are restricted to Postdoctoral Scholars, on small awards for research expenses or travel, or in other circumstances approved by the Chancellor (Refer to APM 390)	No (exception basis only)	No
<b>Percent</b>	May be part-time, full-time or without salary	<p>Employee - 3252 – 100%  Fellow 3253 – (100% - minimum salary must be equivalent to 100%)  Paid Direct 3254 – (100%-paid from outside UC)</p> <ul style="list-style-type: none"> <li>Appointment must be 100%; may be in any combination of Postdoctoral Scholar or Postdoctoral Scholar/Lecturer titles. (Exception may be approved by Graduate Division for family, health, and other work) [State specific reasons for request]</li> </ul>	May be part-time, full-time, or without salary	May be part-time, full-time or without salary
<b>Salary Agreement</b>	<p>B/E Professional Research (11/12 fiscal year) Table 14  (9/12 academic year if joint 9/12 appointment in the professorial series: Table 3)</p> <p><i>Offscale may be applied to this series</i></p> <p><i>Visiting titles are negotiable and not tied to a salary scale</i></p>	<p>Postdoctoral Scholar NIH/UCR Salary Scale (11/12 fiscal year) Table 23</p> <p>Please also refer to:</p> <ul style="list-style-type: none"> <li>Postdoctoral Scholar UC-UAW Contract</li> <li>Table: Postdoctoral Scholar Minimum Salary  <a href="http://graduate.ucr.edu/Postdocs.html">http://graduate.ucr.edu/Postdocs.html</a></li> <li>Graduate Division's Office of Postdoctoral Studies</li> </ul>	<p>B/E Project Scientist Salary Scale (11/12 fiscal year) Table 38</p> <p><i>Offscale may be applied to this series</i></p> <p><i>Visiting titles are negotiable and not tied to a salary scale</i></p>	<p>Specialist Series (11/12 fiscal year) Table 24</p> <p><i>Offscale does not apply to this series</i></p>
<b>Vote Required</b>	Yes ( <i>Not required for visiting titles</i> )	No	Yes ( <i>Not required for visiting titles</i> )	Yes ( <i>Not required for Jr. Specialists</i> )
<b>Title Codes</b>	<p><b>11/12 B&amp;E</b>  Assistant Researcher – 1989  Associate Researcher –1988  Researcher – 1987</p> <p><b>9/12 B&amp;E</b>  Assistant Researcher – 1985  Associate Researcher – 1983  Researcher – 1981</p> <p><b>11/12 Visiting Prefix</b>  V. Asst. Researcher – 3228  V. Assoc. Researcher – 3218  V. Researcher – 3208</p>	<p><b>11/12</b>  Postdoctoral Scholar Employee – 3252  Postdoctoral Scholar Fellow – 3253  Postdoctoral Scholar Paid Direct - 3254</p>	<p><b>11/12 – B&amp;E</b>  Assistant Project Scientist – 3395  Associate Project Scientist – 3393  Project Scientist – 3391</p> <p><b>11/12 Visiting Prefix</b>  V. Asst. Project Scientist – 3398  V. Assoc. Project Scientist – 3397  V. Project Scientist – 3396</p>	<p><b>11/12 -</b>  Jr. Specialist – 3330  Assistant Specialist – 3320  Associate Specialist – 3310  Specialist – 3300</p> <p><i>Jr. Specialist appts: annotate in PPS: "O" for non-UC student  "A" for non-student</i></p>
<b>DOS Codes</b>	REG or WOS ( <i>If WOS use appt. 90 and dist. 91</i> )	Employee – REG Fellow– FEL Paid Direct – PDE ( <i>Use appt. 90 and dist. 91</i> )	REG or WOS ( <i>If WOS use appt. 90 and dist. 91</i> )	REG or WOS ( <i>If WOS use appt. 90 and dist. 91</i> )

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<b>Account</b>	307140	307110	307150	307120
<b>Basis Paid Over</b>	11/12 (if joint appt. paid 9/12, may be 9/12 – refer to APM 600-80)	11/12	11/12	11/12
<b>Vacation/Sick Leave</b>	Prorated based on length and percent of appointment. (Use leave code D if appointment is ≥ 50% for 6 months or longer. Otherwise, use leave code F. When/if extended 6 months or longer at ≥ 50% change to D code)	Sick Leave and Paid Time Off policies apply. There is no official PPS generated time record. There is no qualifying period of employment. However, sick leave is prorated based on length of appointment. (Use Leave Code N) Refer to: <ul style="list-style-type: none"> <li>•Postdoctoral Scholar UC-UAW contract Articles 17 and 22</li> <li>•Graduate Division's Office of Postdoctoral Studies</li> </ul> It is extremely important for Postdocs, supervisors, and departments to document personal time off and sick leave usages. Time off (personal and sick) should be requested and approved (or documented in the case of unplanned sick leave) in writing (email is sufficient).	Prorated based on length and percent of appointment. (Use leave code D if appointment is ≥ 50% for 6 months or longer. Otherwise, use leave code F. When/if extended 6 months or longer at ≥ 50% change to D code)	Prorated based on length and percent of appointment. (Use leave code D if appointment is ≥ 50% for 6 months or longer. Otherwise, use leave code F. When/if extended 6 months or longer at ≥ 50% change to D code)
<b>Benefits</b>	UC Retirement and Benefit eligible depending on length and percent of appointment. Refer to UC BELI form for appropriate code.	Eligible for the Postdoctoral Scholar Benefit Plan if appointed a minimum of 3 months at 100% or 12 months at 50% - 99%. (Use BELI Code P). 31 day PIE period applies. Enroll at: <a href="https://atyourserviceonline.ucop.edu/ayso/">https://atyourserviceonline.ucop.edu/ayso/</a> with social security number, otherwise use the Garnett-Powers web site for enrollment <a href="http://www.garnett-powers.com">www.garnett-powers.com</a> .  Required to contribute to UC Safe Harbor, may optionally enroll in any of the UC retirement savings programs.	UC Retirement and Benefit eligible depending on length and percent of appointment. Refer to UC BELI form for appropriate code.	UC Retirement and Benefit eligible depending on length and percent of appointment. Refer to UC BELI form for appropriate code.
<b>Term Limits/Layoff/Dismissal/Grievances</b>	Appointments with specific ending dates subject to APM 137. APM 145, 150 and 140 apply to appointments with and without specific ending dates.	Apply. Refer to: <ul style="list-style-type: none"> <li>•Postdoctoral Scholar UC-UAW contract articles 5, 6, and 11.</li> <li>•Graduate Division's Office of Postdoctoral Studies</li> </ul>	Appointments with specific ending dates subject to APM 137. APM 145, 150 and 140 apply to appointments with and without specific ending dates.	Appointments with specific ending dates subject to APM 137. APM 145, 150 and 140 apply to appointment with and without specific ending dates.
<b>Sabbatical Leaves</b>	Not eligible	Not eligible	Not eligible	Not eligible
<b>Leaves in General</b> ( <a href="#">APM</a> ) and ( <a href="#">Supplemental Documents from AP</a> )	Eligible (Refer to APM 700)	Yes: Refer to Postdoctoral Scholar UC-UAW Contract Article 12 and Graduate Division's Office of Postdoctoral Studies	Eligible (Refer to APM 700)	Eligible (Refer to APM 700)