	Professional Research Series (APM 310)	Postdoctoral Scholars (Refer to Postdoctoral Scholar UC-UAW Contract) http://ucnet.universityofcalifornia.edu/labor/barg aining-units/px/index.html  and Graduate Division's Office of Postdoctoral Studies website at: http://graduate.ucr.edu/Postdocs.html	Project (e.g., Scientist) Series (APM 311)	Specialist Series (APM 330)
Academic Series	Professional Research Series – Assistant Researcher Associate Researcher Researcher Retired Titles recalled to active research service for up to 43% /month appt.: Recall Non Faculty Academic (retired researcher recalled for research) – Title code 3802 (11/12) Recall Faculty (retired professor recalled for research only) – Title code 1702 (11/12)	Postdoctoral Scholar Series - Postdoctoral Scholar – Employee Postdoctoral Scholar – Fellow Postdoctoral Scholar – Paid Direct	Project Scientist Series – Assistant Project Scientist Associate Project Scientist Project Scientist	Following titles used only if individuals are highly specialized in a particular area of research or the use of specialized equipment, etc.  Assistant Specialist Associate Specialist Specialist
Appointment Criteria & Duties	Appointment Criteria: All Ranks: Require a Ph.D. or its equivalent (Chancellor may grant exception to PhD requirement); Independent Research (research qualifications equivalent to professorial series), professional activity, University Service (University and public service not expected at Assistant level)  Duties: Engage in independent research and demonstrate the accomplishment and independence equivalent to that required for the Professor series; does not have teaching responsibilities; appointees in this series who teach must hold concurrently an appropriate faculty title.	<ul> <li>Doctoral Degree (Ph.D., M.D., etc.) or the foreign equivalent required</li> <li>Postdoctoral Scholar appointments are temporary positions intended to provide a full-time program of advanced academic preparation and research training.</li> <li>Minimum one year appointment required</li> <li>Limited to a maximum of five years employment in any combination of UC or Non-UC postdoctoral employment nationally or internationally. (Possible 6th year exception may be approved by the Graduate Division.)</li> <li>Duties:         <ul> <li>Conduct research under the general oversight of a mentor in preparation for a permanent position in academia, industry, government or private sector; enhance graduate and undergraduate education and research programs. Emphasis is on training rather than performing a job.</li> </ul> </li> </ul>	Appointment Criteria: All Ranks: Require earned Doctorate or its equivalent. Demonstrated significant, original, and creative contributions to a research or creative program or project; Professional competence and activity. This series differs from the Professional Research series in that the former need not demonstrate the same capacity for fully independent research or research leadership required of the Professor series and Professional Research series.  Duties:  Make significant and creative contributions to a research project in any academic discipline; may engage in University and public service; no teaching responsibilities; not required to be independent researchers or develop an independent research reputation; does not usually serve as a P.I.; is expected to have a broader range of knowledge and competency and a higher level of independence than appointees in the Specialist series. Appointment and advancement depend on the technical contributions they make to the work of the research team.	Appointment Criteria: No minimum degree required; Provide a unique contribution to research in specialized areas.  Duties Asst. – Specialist: Engage in research in specialized areas; no teaching responsibilities. Appointees in this series do not conduct independent research; they provide technical contributions to the research team.  Junior Specialist Appointments These positions are intended to be used under the following circumstances and do not fit the appt. criteria above for the Specialist series:  1) Domestic or foreign non-UC-students who are coming to UCR to do research under the supervision of our faculty or researchers (limited maximum of five years)  or  2) Individuals who are non-graduate students and without a Ph.D. and are doing research in labs or in the field (limited to max of 2 years)

	<b>Professional Research Series</b>	Postdoctoral Scholars	Project (e.g., Scientist) Series	Specialist Series
Visiting Prefix May	Yes	No	Yes	No
be Applied.				
	See Title Code below for title codes		See Title Code below for title codes	
A •	applicable to visiting appointments.	T. (1 6 11 · · · · · · · · ·	applicable to visiting appointments.	TI di en i e
Appointment/	Use the following forms:	Use the following appointment forms:	Use the following forms:	Use the following forms:
Reappointment	Research Appointment/Reappointment Request (RARR) form	Research Appointment/Reappointment Request (RARR) form	Research Appointment/Reappointment Request (RARR) form	Research Appointment/Reappointment
forms	-and-	-and-	-and-	Request (RARR) form
	Cover Sheet for Research	Cover Sheet for Postdoctoral Scholar	Cover Sheet for Research	-and-
	Appointment/Reappointment Request	Appointment Request	Appointment/Reappointment Request	Cover Sheet for Research
		-and-		Appointment/Reappointment
	<b>Documentation Required</b> : See RARR	Graduate Division Postdoctoral Scholar		Request
	form	Appointment form		
				<b>Documentation Required</b> : See
	All initial appointments in the	Use the following reappointment forms:	<b>Documentation Required</b> : See RARR	RARR form
	Research Series require reference letters. Appointments at the Assistant	Postdoctoral Scholar Reappointment Form (PDR)	form	All initial appointments in the
	level only require 3 letters (they may	-and-	All initial appointments in the Project	Specialist Series require reference
	be solicited at the dept. chair or	Postdoctoral Scholar Supplemental Information	Scientist Series require reference letters.	letters. Appointments at all levels
	director's request, however, non-	(PDSI)	Appointments at all levels require 3 letters	require 3 letters (they may be
	solicited letters are acceptable).	o This document is required only if the	(they may be solicited at the dept. chair or	solicited at the dept. chair or
	Appointments at the Associate	science of the research project and/or	director's request, however, non-solicited	director's request, however, non-
	Researcher and/or Full Researcher	training or other requirements have	letters are acceptable).	solicited letters are acceptable).
	levels should be solicited from a	changed since the initial appointment.		
	balanced list of letter writers suggested	Decumentation Decimed, See DADD form for		
	by the candidate $(3 - 6 \text{ names})$ and the department/center (matching $3 - 6$	<b>Documentation Required</b> : See RARR form for appointment.		
	names).	арропинен.		
		Additional documentation is not required for		
		reappointment unless exceptions to policy are		
		requested. Refer to the PDR form for		
		documentation required for exceptions.		
		D. A.C. L. O. C. C. L. LICHAW		
		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.		

	<b>Professional Research Series</b>	Postdoctoral Scholars	Project (e.g., Scientist) Series	Specialist Series
Academic Reviews	Yes (Refer to the CALL and APM 310 for normal service at step)  Reviewed on research qualifications	No normal merit review period.  PI may recommend a merit after one year of service. A merit increase would be in addition	Yes (Refer to the CALL and APM 311 for normal service at step)  Reviewed for demonstrated significant,	Specialists – Yes (Refer to the CALL and APM 330 for normal service at step )  Jr. Specialists - No normal review
	and accomplishments, professional competence and activity, and University and public service	to the annual increase required by the UC-UAW contract. Merits require Dean's Approval. Please refer to the Request for Jr.	original and creative contributions to a research project, professional competence and activity; University and public service	period. May be reviewed after one year at step I. Merit to step II may be recommended by the PI via the
	equivalent to those for the Professor series; Assistant Researcher is not required to participate in University or public service.	Specialist or Postdoctoral Scholar Merit (SPPD) form.  For information on required annual increase amounts, Refer to:	are encouraged but not required.  Dean's authority all merit and promotion files.	Director or Department Chair and approved by the Dean. Please refer to the Request for Jr. Specialist or Postdoctoral Scholar Merit (SPPD) form.
	Dean's authority all merit and promotion files	<ul> <li>Postodoctoral Scholar UC-UAW Contract</li> <li>Table: Postdoctoral Scholar Minimum Salary http://graduate.ucr.edu/Postdocs.html</li> </ul>	Not applicable to visiting titles	Assistant through Specialist - Reviewed for performance in
	Not applicable to visiting titles	Graduate Division's Office of Postdoctoral Studies     Per Article 9. B. 5. Of the UC-UAW contract: Annual Written Evaluation/Assessment by the Mentor/PI is required. "The supervisor may		research in specialized areas, professional competence and activity and University and public service.
	N. G. d	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>	N. G.	Dean's Authority all merit and promotion files.
Academic Senate	Non-Senate	Non-Senate	Non-Senate	Non-Senate
Funding	Normally contract and grant funds	Employee –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.  Fellow– postdoctoral scholar is awarded a fellowship or traineeship by an extramural agency and is paid through a UC account.  Paid Direct – postdoctoral scholar is awarded a fellowship or traineeship by an extramural agency and is paid directly by the agency  Very to year contract (Initial and, must be for	May be supported by state and non-state funds.	Normally contract and grant funds
Continuation of Appt. Status  Continuation of all appointments is contingent on available funding and satisfactory performance.	Year to year contract (generally appointed up to one 1 year at a time)  8-year limit applies  Visiting titles limited to a maximum 2 yrs consecutive employment	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). Total duration may not exceed five years, includes postdoc service at institutions outside UC either nationally or internationally.	Year to year contract (generally appointed up to one 1 year at a time)  8 –year limit of service does not apply at UCR.  Visiting titles limited to a maximum 2 yrs. consecutive employment	Jr. Specialists - 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.  Asst Specialist - Year to year contract (generally appointed up to one 1 year at a time)  8 - year limit of service does not apply.

	Professional Research	Postdoctoral Scholars	Project (e.g., Scientist) Series	Specialist Series
PI Status	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
Percent	May be part-time, full-time or without salary	Employee - 3252 – 100% Fellow 3253 – (100% - minimum salary must be equivalent to 100%) Paid Direct 3254 – (100%-paid from outside UC)  • 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]	May be part-time, full-time, or without salary	May be part-time, full-time or without salary
Salary Agreement	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)  Offscale may be applied to this series  Visiting titles are negotiable and not tied to a salary scale	Postdoctoral Scholar NIH/UCR Salary Scale (11/12 fiscal year) Table 23  Please also refer to: • Postdoctoral Scholar UC-UAW Contract • Table: Postdoctoral Scholar Minimum Salary http://graduate.ucr.edu/Postdocs.html • Graduate Division's Office of Postdoctoral Studies	B/E Project Scientist Salary Scale (11/12 fiscal year) Table 38  Offscale may be applied to this series  Visiting titles are negotiable and not tied to a salary scale	Specialist Series (11/12 fiscal year) Table 24  Offscale does not apply to this series
Vote Required	Yes (Not required for visiting titles)	No	Yes (Not required for visiting titles)	Yes (Not required for Jr. Specialists)
Title Codes	11/12 B&E Assistant Researcher – 1989 Associate Researcher –1988 Researcher – 1987  9/12 B&E Assistant Researcher – 1985 Associate Researcher – 1983 Researcher – 1981  11/12 Visiting Prefix V. Asst. Researcher – 3228 V. Assoc. Researcher – 3218 V. Researcher – 3208	Postdoctoral Scholar Employee – 3252 Postdoctoral Scholar Fellow – 3253 Postdoctoral Scholar Paid Direct - 3254	11/12 – B&E Assistant Project Scientist – 3395 Associate Project Scientist – 3393 Project Scientist – 3391  11/12 Visiting Prefix V. Asst. Project Scientist – 3398 V. Assoc. Project Scientist – 3397 V. Project Scientist – 3396	11/12 - Jr. Specialist – 3330 Assistant Specialist – 3320 Associate Specialist – 3310 Specialist – 3300  Jr. Specialist appts: annotate in PPS: "O" for non-UC student "A" for non-student
DOS Codes	REG or WOS (If WOS use appt. 90 and dist. 91)	Employee – REG Fellow– FEL Paid Direct – PDE (Use appt. 90 and dist. 91)	REG or WOS (If WOS use appt. 90 and dist. 91)	REG or WOS (If WOS use appt. 90 and dist. 91)

	Professional Research	Postdoctoral Scholars	Project (e.g., Scientist) Series	Specialist Series
Account	307140	307110	307150	307120
Basis Paid Over	11/12 (if joint appt. paid 9/12, may be 9/12 – refer to APM 600-80)	11/12	11/12	11/12
Vacation/Sick Leave	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:  •Postdoctoral Scholar UC-UAW contract Articles 17 and 22  •Graduate Division's Office of Postdoctoral Studies 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)
Benefits	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="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="https://www.garnett-powers.com">https://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.
Term Limits/Layoff/Dis- missal/Grievances	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:  •Postdoctoral Scholar UC-UAW contract articles 5, 6, and 11.  •Graduate Division's Office of Postdoctoral Studies	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.
Sabbatical Leaves	Not eligible	Not eligible	Not eligible	Not eligible
Leaves in General (APM) and (Supplemental Documents from AP)	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)