

# RESEARCH APPOINTMENT/REAPPOINTMENT REQUEST (RARR)

(Refer to Reference Matrix for Research Appointments for more Information)

## SECTION I. EMPLOYMENT

APM: <http://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/>

<input type="checkbox"/> Appointment	<input type="checkbox"/> Reappointment	<input type="checkbox"/> Revised	Reason for revision:									
Candidate Name			Begin Date		End Date		Office & Lab Space <i>(PI's responsibility to provide lab/office space as needed.)</i>					
<b>Visiting Researcher Series</b>			<b>Research Series</b>			<b>Project Scientist</b>			<b>Postdoctoral</b> <i>(Reappts. use Dept. PDR)</i>			
Asst. <input type="checkbox"/>	Assoc. <input type="checkbox"/>	Full <input type="checkbox"/>	Asst. <input type="checkbox"/>	Assoc. <input type="checkbox"/>	Full <input type="checkbox"/>	Asst. <input type="checkbox"/>	Assoc. <input type="checkbox"/>	Full <input type="checkbox"/>	Employee <input type="checkbox"/>	Paid Direct <input type="checkbox"/>	Fellow <input type="checkbox"/>	
<b>Visiting Project Scientist Series</b>			<b>Specialist Series</b>				Researcher Recalled <input type="checkbox"/>		Research Professor <input type="checkbox"/>			
Asst. <input type="checkbox"/>	Assoc. <input type="checkbox"/>	Full <input type="checkbox"/>	Jr. <input type="checkbox"/>	Asst. <input type="checkbox"/>	Assoc. <input type="checkbox"/>	Full <input type="checkbox"/>	Asst. <input type="checkbox"/>	Assoc. <input type="checkbox"/>	Full <input type="checkbox"/>	Justification/need for appointment. <i>(Attached)</i> <input type="checkbox"/>		

<b>Step:</b>	Off-scale <input type="checkbox"/> <i>(Attach justification for off-scale "OS")</i>	% of Appointment	<b>Salary @ 100%:</b> \$	If Appointment is WOS and PI is supplementing salary to assist with living expenses, please list amount of UC supplement per month		
			Annual <input type="checkbox"/> Monthly <input type="checkbox"/> <i>Check if WOS</i> <input type="checkbox"/>	(APM 200) \$		

<b>UC Bioform</b>	<b>CV or Biblio.</b>	<b>Highest Degree</b>
<b>Department Letter</b>	<b>Waiver Request(s)</b>	<b>Reference Letters</b>

**-RECORD the DEPARTMENT VOTE (1) for the Researcher Series on appointment only.**  
**-RECORD the DEPARTMENT VOTE (1) or EXPLANATION OF MEANS BY WHICH FACULTY WERE CONSULTED (2) for the Project Scientist, Specialist, and Academic Coordinator Series on appointment only.**  
**-RECORD the DEPARTMENT VOTE (1) or EXPLANATION OF MEANS BY WHICH FACULTY WERE CONSULTED (2) for Recall Titles on appointment AND reappointment.**  
**-Visiting Titles, Jr. Specialists, and Postdoctoral Scholar appointments DO NOT REQUIRE a VOTE (1) or EXPLANATION OF MEANS BY WHICH FACULTY WERE CONSULTED (2) on appointment OR reappointment.**

(1)Record vote if applicable.	#Eligible	#For	#Against	#Abstain	#Absent
-------------------------------	-----------	------	----------	----------	---------

(2)Explain Means by which faculty were consulted:  
(if applicable)

## SIGNATURES

PI Name (print or type)	PI Signature		Date
Chair/Director Name (print or type)	Chair/Director Signature		Date
FAO/MSO Name (print or type)	FAO/MSO Signature		Date
Dean Reza Abbaschian <i>(Exceptions only)</i>	Date	VPAP Walker <i>(Exceptions only)</i>	Date

## SECTION II. RECRUITMENT

- A GUIDELINE TWO SEARCH *is required* if it is apparent that a Researcher, Project Scientist, or Specialist (excludes Jr. Specialist) position will be for two or more years. If applicable, complete a guideline two search plan and forward to the BCOE Central Personnel Services Unit (CPSU) prior to submitting a RARR form. *if requesting a waiver*, complete Section I of this form, attach waiver request and documentation, and forward to the Central Personnel Services Unit (CPSU).  
 - If a GUIDELINE TWO SEARCH *is not required* at this time, please complete Section I and forward to Central personnel Services Unit (CPSU). A *search* or 3-month *search waiver* will be required prior to being reappointed for a 2nd year.  
 -Permanent waivers may be requested if appointment is part of a spousal hiring package and/or if part of an initial complement package. If applicable, complete Section I of this form, attach waiver request and documentation, and forward to the Central Personnel Services Unit (CPSU).

**TO BE COMPLETED BY DEAN'S OFFICE ONLY (attach list of research positions by PI)**

Date Permanent Search Waiver Approved:	Date 3-month Waiver Approved:	Search Completed: (Check one) Yes <input type="checkbox"/> Not Required <input type="checkbox"/>	Dean's Office Staff Name (print)	Dean's Office Staff Signature (& Date)
----------------------------------------	-------------------------------	-----------------------------------------------------------------------------------------------------	----------------------------------	----------------------------------------