

Appointment and Promotion: APM - 330 - Specialist Series

330-4 Definition

The Specialist series is used for academic appointees who are engaged in any specialized research, professional activity, and University and/or public service and who do not have any formal teaching responsibilities. Specialists are expected to use their professional expertise to make scientific and scholarly contributions to the research enterprise of the University and to achieve recognition in the professional and scientific community. Specialists may participate in University and/or public service depending upon funding source and the duties required by the job description for the position.

The Specialist series, the Specialist in the Agricultural Experiment Station, and the Specialist in the Scripps Institution of Oceanography are the same title series, differing in their source of funding. Specialists in the Agricultural Experiment Station must follow the guidelines for appointments in the Agricultural Experiment Station.

330-8 Types

Appointment, reappointment, and promotion in this series may be made to the ranks and steps listed below based on such criteria as level of expertise and independence required for the position, professional competence, the complexity of the research responsibilities (for example, possible eligibility to serve as principal investigator), the potential for intellectual/scientific contributions to the field, the scope of professional activities and University and public service:

- a. Junior Specialist, Step I – II
- b. Assistant Specialist, Step I – III
- c. Associate Specialist, Step I – IV
- d. Specialist, Step I – IX

330-10 Criteria

A candidate for appointment or advancement in this series is evaluated using a process of academic peer review according to the following guidelines for specialized research, professional competence and activity, and, if appropriate, University and/or public service. The degree of responsibility in each criteria is dependent on multiple factors, including funding source for the position and level of independence required to fulfill the duties of the position.

a. Performance in Research

Specialists must be continuously and effectively engaged in research activity of scholarly quality and significance in the defined area of expertise and specialization. All specialists are judged on performance in research. Evidence may include one or more of the following:

- (1) Letters from collaborators or principal investigators documenting that work performed by the Specialist contributed to published research
- (2) Recognized expertise, including formal documentation of intellectual effort, presentation of research at regional/national meetings, creative contributions to intellectual property (e.g., patents), eligibility to serve as principal investigator, and/or invitations to participate in research projects
- (3) Documentation of effective planning and execution of research projects
- (4) Publications on which the Specialist is an author or that credit the Specialist in the acknowledgement section of the work
- (5) Active dissemination of information through training, presentations, or other means stemming from the Specialist's research.

b. Professional Competence and Activity

Specialists may engage in professional activities that are directly related to their professional expertise and achievement. The Specialist's professional activities will be evaluated for evidence of achievement and recognition in the Specialist's field of expertise and for contributions to the development or utilization of new approaches and techniques. Evidence of professional competence and activity, which is optional for Junior and Assistant Specialists but required for Associate and full Specialists, may include:

- (1) Participation in professional societies or groups and other educational and research organizations
- (2) Service on advisory panels
- (3) Invitations to review research and/or grant proposals
- (4) Review of journal manuscripts and other publications related to the Specialist's area of expertise
- (5) Additional education and credentials as related to the specialized area of research.

c. University and Public Service

Specialists may engage in University and/or public service provided these services comply with the requirements of the candidate's funding source. Such service should be related to the candidate's area of professional expertise and achievement. Service activities may be at the level of the department, the organized research unit (ORU), the college/school/division, the campus, the University, and/or the public. For example, Specialists may serve as a liaison with and respond to the needs of various industry organizations, state and federal agencies, and other external groups on issues related to their area of expertise. At the Junior and Assistant Specialist ranks, University and/or public service may be minimal.

330-11 Qualifications

The following educational and experiential qualifications are general guidelines for each of the ranks. However, an appointee to the Junior Specialist rank may already have obtained a master's degree or other advanced degree. In some disciplines, a master's degree may be the terminal degree.

a. Junior Specialist

Appointees to the Junior rank should possess a baccalaureate degree (or equivalent degree) or equivalent research experience, e.g., with instrumentation and research equipment, software programs, social science research methods, humanities scholarship, or creative activities.

b. Assistant Specialist

Appointees to the Assistant rank should possess a master's degree (or equivalent degree) or five years of experience demonstrating expertise in the relevant specialization.

c. Associate Specialist

Appointees to the Associate rank should possess a master's degree (or equivalent degree) or five to ten years of experience demonstrating expertise in the relevant specialization. Associate Specialists are normally expected to have a record of academic accomplishments, including contributions to published or in-press research in the field and a demonstrated record of University and/or public service.

d. Specialist

Appointees to the full Specialist rank should possess a terminal degree (or equivalent degree) or ten or more years of experience demonstrating expertise in the relevant specialization. Specialists at full rank are normally expected to have a significant record of academic accomplishments, including contributions to published or in-press research in the field, professional recognition in the field, and a demonstrated record of University and/or public service.

330-18 Salary

- a. Individuals appointed to the Specialist series are compensated on the fiscal- year salary scales issued by the Office of the President for the Specialist series. The Chancellor shall have the authority to approve off-scale salaries when appropriate (see [APM -620](#)).
- b. Salaries are subject to range adjustments (see [APM - 600](#)).
- c. Appointments without salary are permitted in this series.
- d. The Chancellor may approve salaries up to and including the Indexed Compensation Level threshold but higher salaries that exceed the Indexed Compensation Level threshold require the approval of the Provost and Executive Vice President for Academic Affairs.

330-20 Term of Appointment

An appointment or reappointment in this series shall be made with a specified end date which should coincide with the normal period of service of the step to which the candidate is appointed or advanced, or a lesser period. Appointments may be made on a full- or part-time basis. The normal periods of service at each rank and step are listed below.

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|-------------------------|--|
| a. Junior Specialist | Step I - 1 year
Step II - 1 year |
| b. Assistant Specialist | Step I - 2 years
Step II - 2 years
Step III - 2 years |
| c. Associate Specialist | Step I - 2 years
Step II - 2 years
Step III - 2 years
Step IV - 2 years |
| d. Specialist | Step I - 3 years
Step II - 3 years
Step III - 3 years
Step IV - 3 years
Step V - 3 years
Step VI - 3 years
Step VII - 3 years
Step VIII - 3 years
Step IX - 4 years; may be of indefinite duration |

330-21 Conditions of Employment

- a. Appointees in this series are ineligible for tenure or security of employment.
- b. Appointees in this series are not members of the Academic Senate.
- c. **Paid leave**
 - (1) Appointees in this series accrue sick leave credit and vacation credit in accordance with the provisions of [APM - 710](#), Leaves of Absence/Sick Leave/Medical Leave and [APM - 730](#), Leaves of Absence/Vacation.
 - (2) Appointees in this series are ineligible for sabbatical leave but may be eligible for other types of leave with pay when the leave is in the interest of the University and to the extent that funds are available and the expense is allowable from the source(s) from which the salary is paid, pursuant to [APM - 758](#), Leaves of Absence/Other Leaves With Pay.
- d. **Expiration of an appointment, layoff, and termination**
 - (1) For expiration of an appointment with a specific end date, see [APM - 137](#), Non- Senate Academic Appointees/Term Appointment.
 - (2) For layoff or involuntary reduction in time before the end date, see [APM - 145](#), Non-Senate Academic Appointees/Layoff and Involuntary Reduction in Time.
 - (3) For dismissal for unsatisfactory performance before the end date, see [APM - 150](#), Non-Senate Academic/Appointees/Corrective Action and Dismissal.
- e. Appointees in the Specialist series are eligible to present grievances under the provisions of [APM - 140](#), Non-Senate Academic Appointees/Grievances.

330-24 Authority

The Chancellor has authority to approve appointments, reappointments, merit increases, promotions and terminations in this series following appropriate review.

330-80 Recommendation and Review

a. General Procedures

The provisions of [APM - 220-80-c, -d, -e, -h, -i, -j, and 220-84-b](#), modified as appropriate in specific circumstances, apply to this series.

b. Basis for Reviewing Candidates for Advancement

Appointees to the Specialist series are eligible to be reviewed at normative intervals. Candidates for advancement in rank or step are evaluated only on the individual's achievements; availability of funding is not a consideration during review for advancement.

c. Advancement to Above-Scale

Advancement to Above-Scale status involves an overall career review and is reserved for only the most highly distinguished Specialists whose (1) work of sustained and continuing excellence has attained national and international recognition and broad acclaim reflective of its significant impact, (2) professional achievement is outstanding, and (3) service is highly meritorious. Advancement requires demonstration of additional merit and distinction beyond the performance on which advancement to Step IX was based. Except in rare and compelling cases, advancement will not occur in less than four years at Step IX; mere length of service and continued performance at Step IX is not justification for further advancement.

A further merit increase for an individual already serving at Above-Scale salary level must be justified by new evidence of distinguished achievement; continued performance is not an adequate justification. Only in the most superior cases with strong and compelling evidence will a further increase be approved at an interval shorter than four years.

Revision History

September 23, 2020:

- Technical revision to remove gendered language and correct minor grammatical errors.

April 4, 2018:

- Technical revisions to bring policy into alignment with the published salary scales.

For details on prior revisions, please visit the [Academic Personnel and Programs website](#).