

## ASSISTANT RESEARCHER - APPOINTMENT

### Definition

- Individuals who engage in research equivalent to that required for the Professor Series
- Not for appointees whose duties are limited to contributing high-level skills to a specific research or creative program (e.g. Project *Scientist* Series) or to providing technical assistance to a research activity
- Must possess a doctorate or its equivalent
- Do not have teaching responsibilities
- Service is not required at this rank

### General Information (see [Professional Research Series](#))

- Appointment must be entered in Opus and UC Recruit prior to submission to the Luskin analyst
- Assistant Researcher rank at UCLA uses Steps I-IV
- Effective 7/1/13: There is an 8-year limit at this rank (includes service as a Visiting Assistant Researcher)
- An Assistant Researcher can be appointed for 1 – 2 years, as long as funding is secure (must be specified in request)
- The effective date of an appointment is the first day on which payment begins. For appointments without salary, the effective date would be the date of service.
- Additional procedural information can be found in the [Summary of Procedures, #9](#)

### Submit the following to Luskin:

- ☐ Original plus one (1) single-sided copy of the dossier.
- ☐ **UC Recruit Search Report** (1 copy only)
  - If no search was conducted, include Search Report up through and including the Applicant Disposition

### Contents in the order below:

- ☐ [Assistant Professional Research Data Summary](#) cover page (emailed to Luskin Analyst)
  - Annual salaries are to be taken from [Table 13](#), Professional Research Series Salary Scale
    - Salary above the proposed rank and step is considered off-scale
    - The Dean can approve an off-scale salary up to and including the next step; all other off-scale salary requests require Vice Chancellor approval
- ☐ **Department Assessment**
  - Dean's Final** (Proposed salary that does not exceed the Dean's authority)
    - Addressed to the Dean from the Chair or from the principal investigator and endorsed by the Chair, recommending the appointment
      - The first sentence **must** include the candidate's name, proposed rank and step, percent time, salary and whether the rate is off-scale, and effective date. If requesting a term longer than the next 06/30, state the term as well. All appointments must end 06/30.
    - 2 page maximum
  - Vice Chancellor's Final** (Proposed salary that exceeds the Dean's authority)
    - Addressed to the Vice Chancellor from the Chair or from the principal investigator and endorsed by the Chair, recommending the appointment
      - The first sentence **must** include the candidate's name, proposed rank and step, percent time, off-scale salary, and effective date
      - Include justification for the proposed off-scale
    - 2 page maximum
- ☐ **CV**

### **Publications**

Do not submit these to Luskin, but they should be available upon request by the Dean.

### **Opus**

Initiate the action and track the case by entering the appropriate dates in Opus as the case progresses. Current actions must be entered in Opus and submitted to the Dean's Office queue before the hard copies of the dossier are delivered to the Dean's Office.

### **Routing and Approval**

The Luskin analyst will inspect the case then forward it to the Dean for review. The Dean has final approval authority on Assistant Researcher appointments. The Vice Chancellor has final approval authority for off-scale salaries beyond the Dean's authority (salaries higher than the next step). When the necessary approval(s) have been obtained, the Luskin analyst will follow internal protocol and notify the department.

### **Appointment Letter (This is not the offer letter)**

After receiving the approved cover page, send a PDF copy of the Chair's appointment letter addressed to the candidate to the Luskin Analyst (Label the file by candidate's last name, first initial – Appt letter – fiscal year. For example, "Bruin, J. – Appt Letter – 15-16")

- Letter must include the following:
  - the title of the position
  - the salary rate or indicate WOS
  - the name of the department in which the appointment is located
  - the beginning and ending dates of the appointment
  - the percentage of time
  - the general responsibilities
  - the name of the individual to whom the academic appointee reports
  - "This appointment is for a specific term, with an ending date as herein set forth, and is not for a longer period unless express written notification is so given to the appointee. In the absence of such notification, the appointment *ipso facto* terminates on the designated ending date."
- This letter may include the candidate's signature