

ASSOCIATE & FULL RESEARCHER - APPOINTMENTS

Definition

- Individuals who engage in independent 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

General Information (see [The CALL - Professional Research Series](#))

- Appointment must be entered in Opus and UC Recruit prior to submission to the Luskin
- Associate Researcher rank at UCLA uses Steps I-III
- Full Researcher rank at UCLA uses Steps I-IX , Above-Scale and Further Above-Scale
- Service is required for the Associate Researcher and Researcher rank. Some examples of service activities include: service to community, state, nation, or professional organizations; serving on committees of professional organizations; reviewing manuscripts for journals or grants for funding agencies; and service activities related to the improvement of elementary and secondary education
- The ability to secure independent funding does not automatically qualify individuals for appointment
- Subject to CAP Review and 5-Year Reviews (Researchers that were appointed prior to 07/01/13, the count for the 5-Year reviews begins 07/01/13)
- As long as funding is secure, an Associate Researcher can be appointed for 1 – 2 years, and a Full Researcher can be appointed for 1 – 3 years (must be stated in Departmental Assessment)
- The effective date of an appointment is the first day on which payment begins. For appointments without salary, the effective date would be the first date of service.
- There is no limit on years of service at these ranks
- Additional procedural information can be found in the [Summary of Procedures, #9](#)

Submit the following to Luskin:

- ☐ [Original](#) plus two (2) [single-sided](#) copies to Luskin
- ☐ **UC Recruit Search Report** (1 copy only)
 - If no search was conducted, include Search Report up through and including the Applicant Disposition
- ☐ Publications. See below for details*.

Dossier Contents in the order below:

- ☐ [Associate and Full Professional Research Appointment 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
 - All off-scale salary requests require justification for Vice Chancellor approval
- ☐ **Department Assessment**
 - Vice Chancellor's Final**
 - Addressed to the Vice Chancellor from the Chair or from the principal investigator and endorsed by the Chair, recommending the appointment
 - The first paragraph **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
- ☐ **Chair's individual recommendation, optional**
- ☐ **Departmental ad hoc or standing committee report, if applicable**

- ☐ **List of extramural (outside) evaluators solicited**
 - List all evaluators solicited, even if they did not respond
 - The list must indicate if the evaluator was suggested by the candidate, the department or both
 - A brief one paragraph biography is required for each evaluator listed
- ☐ **Department's sample solicitation letter with [Statement of Confidentiality](#)**
 - The department should use the sample [solicitation letter](#) for respective professor appointments as a guide
 - You may NOT change any part of the Statement of Confidentiality; it must be copied into a solicitation letter, or supplied as an attachment in this exact text and in its entirety
 - Write "Sample solicitation letter" at the top
- ☐ **Extramural (outside) evaluation letters**
 - All solicited letters received must be included in the dossier and stamped
 - If received electronically, include the first page of the email and place behind the corresponding letter
 - Reference [Helpful Hints](#) for order of the letters
- ☐ **Department's Unsolicited sample solicitation letter with Statement of Confidentiality, optional**
 - If an unsolicited letter of evaluation is included in the dossier, a letter should first be sent to the writer setting forth the Statement of Confidentiality ([CALL, Summary of Procedures #10](#)) and asking that individual to respond whether in light of this University policy the letter of evaluation should be included or returned. Conclude that if no response is received by an assigned date, it is assumed that the writer agrees to the inclusion of the evaluation letter.
 - Write "Sample Unsolicited Letter" at the top
- ☐ **Unsolicited letters, if applicable**
 - All unsolicited letters received must be included in the dossier
 - If received electronically, include the first page of the email and place behind the corresponding letter
 - Reference [Helpful Hints](#) for order of the letters
- ☐ **CV**

Publications (one set only)

Boxes must be clearly labeled on both sides to include candidate's name, department(s), action, effective date, box number (e.g. 1 of 2), etc.

- All publications must be submitted, including in-press and work-in-progress manuscripts, if available
- Publications must be numbered and stapled.
- **Note:** A copy of the bibliography must be placed in the publication box or envelope

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 review the case then forward it to the Dean for review and statement. The dossier will then be sent to APO for CAP review and recommendation. 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 and/or email approval, send a PDF 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 annual 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