

## VISITING PROFESSIONAL RESEARCH AND VISITING PROJECT (SCIENTIST) SERIES

### Definitions

- Visiting Professional Research Series
  - One who has held, or is on leave or retired from, a relevant position in an academic institution
  - One whose research, creative activities, or professional achievement make a Visiting appointment appropriate
- Visiting Project Scientist Series
  - One who makes significant and creative contributions to a research or creative project, typically supervised by a member of the Professorial Series or Professional Research Series

### Search

- Please reference the UCLA CALL ([Appendix 22](#) and [Appendix 23](#)) for assistance with searches and recruitment
- All requests must be entered in UC Recruit

### General Information

- There is a 24 month limit on Visiting appointments (with an exception for an additional 12 months which requires Vice Chancellor approval)
- For all ranks, the term of service is one year or less ([APM 230-4](#))
- The effective date of an appointment (at any rank) is the first day on which payment or service begins
- Salary rates are taken from [Academic Standard Table of Pay Rates](#), are not subject to range adjustment and have no “steps”
- Change in Department and Joint Appointment are not applicable to this series
- For additional information, refer to the [CALL-Visiting Professional Research Series](#)

### **Submitting the Action - Appointments**

Please submit **original** for Dean’s final and **original and 1 copy** for VC final to Luskin:

- ☐ Appointment/Renewal Form
- ☐ Copy of appointment letter (signed by candidate only after appointment has been approved)
- ☐ History Record
- ☐ CV
- ☐ UC Recruit Search Report
- ☐ Letter to Vice Chancellor for exceptions

#### **Vice Chancellor’s final:**

- Proposed salary that exceeds the Dean’s authority
  - Visiting Assistant Research and Visiting Assistant Project Scientist with a proposed salary that exceeds the Fiscal Year, Associate Research, Step I and Associate Project Scientist, Step I, respectively
  - Visiting Associate Research and Visiting Associate Project Scientist with a proposed salary that exceeds the Fiscal Year, Research, Step I and Project Scientist, Step I, respectively
  - Visiting Research and Visiting Project Scientist with a proposed salary that exceed the Fiscal Year, Research, Step IX and Project Scientist, Step IX, respectively
- Action that is retroactive

#### Contents of Letter:

- Addressed to the Vice Chancellor from the Chair or from the principal investigator and endorsed by the Chair
  - First paragraph should contain: title, salary, percent of time and proposed period (must be within the academic year)
- Subsequent paragraph(s):

- Justification for salary or retroactivity
- If the candidate is on leave from another institution (name the institution) and if that institution is aware that the candidate will be appointed at UCLA
- Outline candidate's duties
- Include signature line for the Dean with the statement, "I support this request"

### **Submitting the Action - Renewals**

Please submit the following to Luskin:

- ☐ Original Visiting Researcher/Visiting Project Scientist Appointment/Renewal Form
- ☐ Copy of Appointment letter (signed by candidate only after renewal has been approved)
- ☐ Updated History Record

For Revisions of a previously approved renewal, resubmit all items for renewal of appointment and on the Original Renewal Form write "Revision" and indicate change in the "Additional Comments" section (i.e. changing from was to salaried appointment effective <date>).

### **Routing and Approval**

The Luskin analyst will inspect the documents then forward to the Dean for review. Upon his/her recommendation, the request will be forwarded to APO, if necessary. Once approved, the Luskin analyst will follow internal protocol and notify the department.