

RESEARCH TITLE SUMMARY AUGUST 2013

There are various research titles that can be used when appointing individuals engaged only with research (e.g. when no teaching duties are assigned). Please consult with Humanities AHR staff if you are contemplating grant proposals that will utilize research titles to assure appropriate usage and costing.

Tier #1: Graduate Student Researcher

DEFINITION OF GRADUATE STUDENT RESEARCHER

A graduate student researcher is a **registered graduate student** appointed to assist in performing research related to the student's degree program in an academic department or research unit under the direction of a faculty member or authorized Principal Investigator.

The student must be **full-time and in good academic standing**, making satisfactory and continuous progress toward the degree.

The graduate student researcher title is not appropriate for undergraduate students nor is it appropriate for non-students. There are separate titles that can be used for undergraduates or non-students assisting a faculty member with research.

The graduate student researcher title is not appropriate for work that is strictly of a clerical or technical nature (i.e. filing, data entry, database development, reception, computer lab monitoring etc.). There are separate titles that can be used for graduate students performing strictly clerical or technical work.

GSR LEVELS AND RATES OF PAY

Graduate students who have not advanced to candidacy are placed at the Step III salary level. Graduate students who have advanced to candidacy are placed at the Step IV salary level. Payment is determined by step and percentage of time. For appointments that are for less than one quarter or that are for a very short-term specific project, faculty members may specify a payment amount from which the percentage of time is determined.

GSR TERMS AND CONDITIONS OF EMPLOYMENT

The maximum percentage of time allowed for quarterly graduate student appointments is 49.99%. Permission must be obtained from the Division of Graduate Studies for exceptions to the maximum percent time. Graduate students holding instructional titles (e.g., Teaching Assistant, Teaching Fellow, or Associate In) may work as graduate student researchers during periods of non-service (e.g., between quarter teaching service periods and during summer).

Use Humanities GSR form to request appointments:

http://humwww.ucsc.edu/about/administration/academic-human-resources/ahr_web_forms/GSR_Req_Form_Blank.pdf

There may be special hiring requirements for F-1 and J-1 visa students. Please consult with Humanities AHR before commitment to appoint.

Tier 2: Without Salary Appointments

Research Associate or Research Fellow without salary: <http://www.ucop.edu/academic-personnel/files/apm/apm-355.pdf>

Research Associate

- Distinguished standing
- Must hold the Ph.D.
- Must show independent research record
- Appointments are for specified term not to exceed three years

Research Fellow

- Visiting fellows who come to the University (can be traveling fellows from other universities)
- Must hold the Ph.D. or possess training equivalent for the Ph.D.
- Does not need to show evidence of independent research aside from that done for the Ph.D.
- Appointments are for specified term not to exceed three years.

Visiting Scholars and Other Visitors: <http://www.ucop.edu/academic-personnel/files/apm/apm-430.pdf>

- On leave from an academic appointment, other employment or a visiting student (UG or Grad)
- Participating in a short-term educational, research, or other academic project
- Under supervision of an academic appointee
- One year (12 month) limit on appointment (typically 6 months or less)
- Ineligible for UC compensation
- Self-supported with evidence of adequate support and health insurance

Humanities appointments procedures can be found at the following URL under Without Salary Appointments: <http://humwww.ucsc.edu/about/administration/academic-human-resources/index.html>

Appropriate visa request procedures must be followed for non-US visitors.

Tier #3 Specialist (<http://apo.ucsc.edu/policy/capm/602.330.html>)

Titles: Junior Specialist, Assistant Specialist, Associate Specialist, Specialist

- Title is used for academic appointees who are engaged in research in specialized areas and who do not have any teaching responsibilities
- Ph.D. is not required.
- Research does not have to be “independent”
- No teaching responsibilities
- Does not serve as a Principal Investigator on a grant

Authority: See: <http://apo.ucsc.edu/delegation-of-authority-chart/index.html#30>

Recruitment:

- Can request waiver of open recruitment
- Can open recruit for these positions, if it is expected that the appointment will end up being on-going

Salary Scale Excerpt (these are all fiscal year 11/12 appointees):

Junior Specialist: \$35,376-\$37,728 (1 year at each step)

Assistant Specialist: \$40,920 - \$46,644 (2 years at each step)

Associate Specialist: \$50,820 - \$61,176 (2 years at each step)

Specialist: \$65,688 - \$100,572 (3 years at each step up through step 2, then no set time)

File Requirements:

- Use appropriate Document Inventory Form
- Department/Unit/PI Letter of Recommendation
- Extramural Letters (usually three)
- Candidate’s Optional Statement
- CV
- Publications

Review Requirements:

Junior specialists are appointed reviewed for merit one year at a time

Assistant and Associate Specialists are reappointed/reviewed for merit every two years

Specialists are reappointed/reviewed for merit every three years

Appropriate visa request procedures must be followed for non-US visitors.

Tier #4 Postdoctoral Scholars (<http://apo.ucsc.edu/policy/capm/610.000.html>)

MOU:

http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/post_docs/agreement.html

Titles: Postdoctoral Scholar – Employee (employee of the University as permitted by agency or; University funded)

Postdoctoral Scholar – Fellow (extramurally funded but paid through the University; agency does not allow an employee relationship with the University)

Postdoctoral Scholar-Paid Direct (extramurally funded, paid directly by agency rather than through the University)

Please note that Postdoctoral Scholars (all categories) are represented by the UAW. Appointments must follow the requirements of the MOU between UC and the UAW. Consult with Divisional Academic HR Manager prior to committing to use of this title or to appointments in this title to assure that compliance with the MOU is possible.

- Must be appointed at 100% time for a full 12 months
- Postdoctoral Scholars serve under the direction and supervision of a faculty mentor in preparation for an academic or research career (a faculty mentor must be identified and the mentor must be willing to evaluate the postdoc)
- Ph.D. is required
- Must be able to cover all benefits costs, even for Fellows and Paid Directs
- Must be funded at least at the base salary level on the posted salary scale for postdocs based on experience level of the postdoc

Authority: Deans have authority to authorize recruitments and to appoint/reappoint

Recruitment: Open recruit or apply exemption category due to training nature of position

Salary Scale Excerpt (these are all fiscal year 11/12 appointees): <http://apo.ucsc.edu/docs/scales-crnt.pdf>

File Requirements:

- Use appropriate Document Inventory Form
- Concurrence of department chair for appointment
- PI/Faculty Mentor letter of evaluations including biographical information and a description of proposed duties
- Verification of outside salary (if Paid Direct or Fellow)
- Benefits Funding Information
- CV

Review Requirements:

- Appointments are one year at a time
- May be reappointed up to five years, including postdoctoral service at other institutions
- Must be paid in accordance with Postdoc salary scale, based on experience

Appropriate visa request procedures must be followed for non-US visitors.

Tier #5 – Project Scientist (<http://apo.ucsc.edu/policy/capm/600.311.html>)

Titles: Assistant Project Scientist, Associate Project Scientist, Project Scientist

- Title is assigned to individuals who “make significant and creative contributions to a research or creative project in any academic discipline
- Must have the Ph.D.
- Research does not have to be “independent”
- No teaching responsibilities
- Usually does not serve as a Principal Investigator on a grant

Authority: See: <http://apo.ucsc.edu/delegation-of-authority-chart/index.html#30>

Assistant PS: Will be PI to Department to Dean

Associate PS: Will be PI to Department to Dean

Researcher, Step 1-5: PI to Department to Dean

Researcher, Step 5 and above: EVC, steps 6-9; Chancellor A/S)

Recruitment:

- Can request waiver of open recruitment
- If the person is PI or co-PI on a grant, there is an exemption from open recruitment
- Can open recruit for these positions, if it is expected that the appointment will end up being on-going

Salary Scale Excerpt (these are all fiscal year 11/12 appointees):

Assistant Project Scientist: \$51,600 - \$63,600

Associate Project Scientist: \$63,800 - \$75,100

Project Scientist: \$75,200 - \$142,700

File Requirements:

- Use appropriate Document Inventory Form
- Department/Unit/PI Letter of Recommendation
- Extramural Letters (usually three)
- Candidate’s Optional Statement
- CV
- Publications

Review Requirements:

Same schedule as regular faculty, at Assistant and Associate levels review for reappointment/merit every two years, then, at Professor level, every three years.

Appropriate visa request procedures must be followed for non-US visitors.

Tier #6: Professional Research Series (<http://apo.ucsc.edu/policy/capm/600.310%20.html>)

Titles: Assistant Researcher, Associate Researcher, Researcher

With the Professional research title, we can use the “visiting” designation, if we know the person will only be here up to two years. Otherwise, it is best to use the regular title.

- Comparable to Assistant Professor, Associate Professor, Professor
- Research must be equivalent to that of a professorial appointee
- Must have the Ph.D.
- Must conduct “independent” research
- No teaching responsibilities
- These appointees are often Principal Investigators on a research grant
- The appointment/reappointment ladder is similar to ladder rank faculty

Authority:

See: <http://apo.ucsc.edu/delegation-of-authority-chart/index.html#30>

Recruitment:

- Can request waiver of open recruitment
- If the person is PI or co-PI on a grant (written into the grant), there is an exemption from open recruitment
- Can open recruit for these positions, if it is expected that the appointment will end up being on-going

Salary Scale Excerpt (these are usually fiscal year 11/12 appointees):

Assistant Research: \$64,900 - \$80,500

Associate Research: \$80,600- 94,700

Research: \$94,800 - \$173,000

File Requirements:

- Use appropriate Document Inventory form
- Department/Unit/PI Letter of Recommendation
- Extramural Letters (usually three)
- Candidate’s Optional Statement
- CV
- Publications

Review Requirements:

Same schedule as regular faculty, at Assistant and Associate levels review for reappointment/merit every two years, then, at Professor level, every three years.

Appropriate visa request procedures must be followed for non-US visitors.

