

**ARTICLE \_\_**  
**SPECIALIST SERIES**

**A. DEFINITION**

Titles in the Specialist series are assigned to those appointees who are engaged in 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.

Most Specialist appointments are made to provide research projects with special skills, experience, and knowledge. A Specialist provides considerable independent input into the planning and execution of research; however, the Specialist generally works under the direction of an appointee in the Professional Research or Professorial series. Individuals may be appointed in the Specialist Series to positions in which conducting research is not the principal responsibility, and in which they provide specialized skills in support of research. The Specialist may work without immediate supervision, but not independently. The Specialist provides a service to a supervisor, a group, or the institution.

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.

**B. RANKS AND STEPS**

1. General Conditions

- a. The following ranks and steps apply to the Specialist series:

- i. Junior Specialist, Step I-II – Appointees to the Junior rank should possess a baccalaureate degree (or equivalent degree) or equivalent research experience.
  - ii. Assistant Specialist, Step I-III – 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.
  - iii. Associate Specialist, Step I-IV – 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.
  - . Specialist (for purposes of this Article, referred to as “Full”), Step I-IX – Appointees to the Full 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
- b. At the Davis campus only, each step has a corresponding half-step (e.g., Assistant Specialist Step I, I.5, II, II.5, etc.), beginning with the Assistant rank and above. Provisions in this section pertaining to normative time at each step and to

overlapping steps also apply to the applicable half-steps at the Davis campus.

- c. Junior Specialists are appointed for terms not to exceed one year, and may be reappointed for a maximum of one second full year. An additional reappointment for up to a third full year may be requested by a PI and is subject to review and approval by the relevant Dean or appropriate designee. No Junior Specialist will be appointed at this rank for more than three (3) years.

2. Normative Time at Each Step

The normal time at each step within the Junior Specialist rank is 1 year. The normal time at each step within the Assistant and Associate Specialist rank is 2 years. Within the Full Specialist rank normal time at Steps I-VIII is 3 years. Time at Full Specialist, Step IX is for 4 years but may be for an indefinite time.

## **C. TERM OF APPOINTMENT**

1. An appointment in the Specialist series shall have a specified ending date and appointment percentage, and the appointment shall terminate on the specified ending date without any further action.

## **D. MERIT AND PROMOTION REVIEW PROCESS**

1. General Conditions

- a. When Specialists are eligible for merit increases and promotions, such increases and promotions are based on academic attainment, experience, and performance, and are not automatic.
- b. The effective date of merit increases and promotions as a result of the review process will normally be July 1.

- c. Consistent with this Agreement, decisions to grant or not grant a merit increase or promotion to individual Specialists are at the sole discretion of the University. In the event a Specialist is not awarded a merit increase or promotion following a review, the University shall include an explanation for its decision that shall accompany the review determination.

## 2. Review Period

- a. Junior Specialists do not undergo merit review.
- b. Assistant and Associate Specialists shall be reviewed every two years.
- c. Full Specialists shall be reviewed every three years, except for Step IX, which shall be reviewed every four years.
- d. Specialists may request to defer their review, in accordance with local procedures. However, every Specialist must be reviewed at least every five years.

## 3. Evaluation Criteria

- a. A candidate for advancement in the Specialist series is evaluated on such criteria as level of expertise and ability to work independently, professional competence, the complexity of the research responsibilities, the potential for intellectual/scientific contributions to the field, the scope of professional activities, and University and public service.
- b. A candidate for merit increase or promotion in this series shall be evaluated on the basis of the following criteria:
  - i. 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; and
  - 5) Active dissemination of information through training, presentations, or other means stemming from the Specialist's research.
- ii. 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; and
- 5) Additional education and credentials as related to the specialized area of research.

III. 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.

c. Advancement to Above-Scale



processes for revising such guidelines and procedures.

- i. The University shall provide to the UAW proposed changes to campus merit and promotion guidelines and procedures at least thirty (30) calendar days prior to finalization. The University will begin to apply changed guidelines and procedures to individual Project Scientists only with the beginning of the Project Scientist's merit review cycle.

**E. GRIEVABILITY AND ARBITRABILITY**

Academic judgment is not subject to grievance or arbitral review. As such, an arbitrator shall not have the authority to substitute their judgment for the University's judgment regarding the Specialist's performance or qualification, nor shall the arbitrator have the authority to order the University to provide a merit increase or promotion. If the arbitrator finds a procedural violation, the arbitrator's authority shall be limited solely to ordering the University to repeat the review from the point at which the violation occurred.