



ACADEMIC PERSONNEL

UNIVERSITY OF CALIFORNIA, SANTA BARBARA

June 26, 2015

To: Department Chairs, Directors, and Academic Business Officers (Via SBCHR-L, SBDIR-L, SBADM-L)

From: Cindy Doherty, Director
Academic Personnel

Re: Specialist Series Interim Guidelines

As recently announced, the Academic Personnel Manual (APM) section 330- Specialist Series, will be updated effective July 1, 2015. The Specialist Series Interim Guidelines are to be used when putting forward new appointment requests for the Specialist series beginning July 1, 2015. Revisions to campus policies (Red Binder III-16) will undergo review later in the summer and will be distributed in the fall. Questions may be directed to Joanna Kettmann at x5048 or joanna.kettmann@ucsb.edu.

Specialist Series Interim Guidelines effective July 1, 2015

Appointees to the Specialist series 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 of the position.

The following qualifications are general guidelines for each rank:

Junior Specialist: Appointees should possess a baccalaureate degree (or equivalent degree) or have equivalent research experience. Appointees at this level enable research as part of a team.

Assistant Specialist: Appointees should possess a master's degree (or equivalent degree) or have five years of experience demonstrating expertise in the relevant specialization. Appointees at this level enable research as part of a team and may provide some independent input into the planning and execution of the research.

Associate Specialist: Appointees should possess a master's degree (or equivalent degree) or have five to ten years of experience demonstrating expertise in the relevant

specialization. Appointees normally provide considerable independent input into the planning and execution of the research, have a record of academic accomplishments, including contributions to published research in the field, and a demonstrated record of University and/or public service.

Specialist: Appointees should possess a terminal degree (or equivalent degree) or have ten or more years of experience demonstrating expertise in the relevant specialization. Appointees normally provide considerable independent input into the planning and execution of the research, have a significant record of academic accomplishments, including contributions to published research in the field, and a demonstrated record of University and/or public service.

Specialists appointed into the series prior to July 1, 2015 are not subject to the degree and experience requirements listed above.

In judging a candidate for appointment or promotion to a position in this series, the following criteria are provided as guidelines and may be used flexibly where deemed necessary.

1. Performance in research in the defined area of expertise and specialization.
2. Professional competence and activity.
3. University and public service.