

III-1
TEMPORARY RESEARCH APPOINTMENTS
General Information
(Revised 2/20)

Titles in this section are to be used for individuals involved in research and do not have formal teaching responsibilities. Questions concerning the use of staff titles for individuals involved in research should be directed to Human Resources.

Policies

The campus policies for Discipline and Dismissal (Red Binder IX-20), Non-Senate Academic Grievances (Red Binder IX-25), and Layoff and Involuntary Reduction in Time (Red Binder IX-30) are applicable to non-represented appointees in this section. Represented appointees in these series are governed by the applicable Memorandum of Understanding (MOU) articles on Corrective Action and Dismissal (Article 6), Grievances and Arbitration (Article 7) and Layoff and Reduction in Time (Article 11).

The campus policy and procedures for recruitment are set forth in Red Binder Section VII.

Deadlines for submission of merit/promotion requests

All merits and promotions for individuals in the Professional Research, Specialist, and Project Scientist series will be effective July 1.

Requests for advancement must be submitted according to the following schedule:

<u>Series</u>	<u>Submit to:</u>	<u>Due Date</u>
Professional Research		
Academic Departments	Dean's Office	March 1
ORUs	Academic Personnel	March 1
Project Scientist, Specialist	Academic Personnel	April 1

Service limitations

For all series, six months or more of service, with or without salary, in any fiscal year counts as one full year of service for advancement eligibility purposes.

Initial appointments for represented employees must be for one-year unless a shorter term may be justified based on the work, funding, or programmatic need. Reappointments prior to the first advancement review must be for a minimum of one year. Reappointments following the first advancement review must be for a minimum of the normative time at rank and step.

For non-represented employees, appointments or reappointments are normally made for one year at a time, but may be longer. All appointments are term appointments with a stated end date.

Appointees in research series may be placed on Short Work Break in accord with Red Binder VI-18 and the MOU.

No further notice of non-reappointment is necessary for appointments at less than 50% for any period of time, or for appointment of less than eight consecutive years in the same title or series.

Notice of non-reappointment must be given if the employee has served at 50% or more for eight or more consecutive years in the same title or series (APM 137-30) and Articles 21, 22, and 26 of the MOU. Written Notice of Intent not to reappoint must be given at least 60 days prior to the appointment's specified end date. The notice must state (1) the intended non-reappointment and the proposed effective date; (2) the basis for non-reappointment including copies of any supporting documentation; and (3) the employees right to respond within 14 days and the name of the person to whom they should respond. Within 30 days of the Notice of Intent, and after review of any response, the University will issue a written Notice of Action to the employee. Pay in lieu of notice may be given.

Recall appointments in any temporary research title may not exceed 43% time, alone or in combination with other recall appointments. Appointments are requested using the [Academic Recall Appointment Form](#). Recall appointments are to be entered into UCPath using the Recall Non-Faculty Academic title (3802 or 3812).

Titles not specifically discussed in the Red Binder may not be used without prior approval by the Academic Personnel Office and will be subject to campus practice and APM policy.