| | Junior, Assistant, Associate, and Full Specialist | Staff Research Associate I-V |
|--|---|--|
| Position Type | Academic | Staff |
| Current Union Representation | Yes, Academic Researcher Collective Bargaining Unit | Yes, Research Support Staff (RX) - UPTE (levels I-IV) |
| Responsibilities | Research in specialized areas, professional activities, and University and public service. Expected to make substantive scientific, scholarly, and intellectual contributions to the research enterprise and to attain stature in the professional and scientific community. Contribute specialized knowledge and expertise in the planning and execution of research projects. Eligible to be a principal investigator on research grants. | Perform or supervise lab or field experimental procedures in support of academically supervised research. Participate in research activities at varying levels of difficulty/responsibility however, are not eligible to serve as principal investigators. May participate, but are not assigned final responsibility for determining the nature and course of investigation, general methodological approaches, nor the scientific validity of research results. |
| Supervised by | Academic supervisor | Academic or staff supervisor |
| Initiating Recruitment (this process may vary by campus) | Academic hiring supervisor submits to department/divisional academic personnel coordinator request with draft posting, including outline of responsibilities, nature of research, qualifications, rank and terms of appointment. | Approved by staff human resources upon review of detailed job description, percentage of time, and qualifications. |
| Classification | Approved by Associate Vice Chancellor for Academic Personnel (AVC) upon review of responsibilities, intellectual/scientific contributions to the field, and qualifications. Academic appointees do not have pre-specified, detailed job descriptions as duties and percentages of effort change over time depending on the course and results of the research | Approved by staff human resources or department via delegated authority if applicable; upon review of detailed job description, percentages of time, and series concept which includes the minimum qualifications. |
| Criteria for Appointment | Performance in research in specialized area, professional competence and scope of professional activities, and University and public service. Bachelors or advanced degree frequently required. | Meets minimum qualifications of the position as reflected in the job description and series concept. |

| | Junior, Assistant, Associate, and Full Specialist | Staff Research Associate I-V |
|---------------------------------------|---|---|
| Hiring/Appointment Process | At the conclusion of the recruitment, interviews, and selection, the principal investigator/director/department chair compiles appointment dossier including candidate's CV, funding information, and a letter of justification which recommends rank and step and briefly outlines responsibilities and nature of research, along with supporting letters of recommendation for designated ranks. Dean (or other administrator as designated by the campus) reviews the recruitment documentation and dossier, and issues appointment letter outlining the terms and conditions of appointment, including rank, step, and end date of appointment. | At the conclusion of recruitment, interviews, and selection, hiring supervisor extends an offer or requests staff human resources to extend an offer of employment. Normally hired at step based on their relevant years of education and experience, salary history, specialized skills or certification, as well as internal equity within the department. Other factors, such as difficulty attracting qualified applicants for the position are also considered. Salary offers require dean or staff human resources approval. |
| Option for Without Salary Appointment | No* *Only if PI. Very rare. | No |
| Security of Employment | Initial appointments and reappointments prior to the effective date of the first advancement review for represented employees must be for one-year unless a shorter term may be justified based on the work, funding, or programmatic need. 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. All appointments are term appointments with a stated end date. May be released prior to the end date due to poor performance only after taking appropriate corrective action. | Employees in career positions generally have indefinite appointments unless their position was contingent upon funding availability with a predetermined end date. Employees may be released due to poor performance only after taking appropriate corrective action. |

| | Junior, Assistant, Associate, and Full Specialist | Staff Research Associate I-V |
|----------------|---|--|
| Merit Increase | Salary increase (merit) awarded on July 1. Advances occur every one to three years depending on title, rank and step of the position (see academic salary scales for normal number of years at rank and step). Requires merit dossier, including an updated Bio-bibliography and letter from PI or department describing individual's professional competence and activity, including value and impact of contributions to their area of research, advancement of knowledge in the discipline, and their University and public service as judged by other academics and scientists through the peer review process. External letters of recommendation, department votes, and/or copies of publications may be required at some levels. Salary recommended by PI or department based on accomplishments/record. Authority to approve advancements rests with the AVC. | Salary increase within classification based on an annual performance evaluation and the outcome of collective bargaining. Merits are based on the collective bargaining agreement. Eligibility criteria generally includes: must be in a career position, completed a probationary period, and received an overall rating of "satisfactory" (solid) or better on their last performance evaluation. Annual appraisals assess performance-based competencies, e.g. job knowledge, quality of work, productivity, flexibility, initiative, problem-solving, teamwork, dependability, and interpersonal skills. |

| | Junior, Assistant, Associate, and Full Specialist | Staff Research Associate I-V |
|------------------------|--|--|
| Promotion/Reclass | Promotion is a change in rank awarded on July 1 (one to three years depending on title, rank and step; see academic salary scales for normal number of years at rank and step). Requires a promotion dossier including an updated Bio-bibliography and letter from PI or department describing individual's professional competence and activity, including value and impact of individual's contributions to their area of research, advancement of knowledge in the discipline, and their University and public service as judged by other academics and scientists through a peer review process. External letters of recommendation, department votes, and/or copies of publications may be required at some levels. Salary recommended by PI/department based on accomplishments/overall record. Authority to approve advancements rests with the AVC. | Promotion for a staff employee is the change via open recruitment to another position which has a higher salary range maximum than the employee's current position. An upward reclass is a change in classification resulting from significant changes from a staff position to a staff position, when an employee assumes higher-level responsibilities while retaining some of the duties of their current position. A revised job description and other supporting documents are required. The classification decision is made by staff human resources or the |
| Other Salary Increases | Salary advancements to address retention are dependent on campus policy/collective bargaining agreement. | Other within classification staff increases: (1) Stipend - an increase provided when an employee who is temporarily assigned by the University to perform all of the functions of a position in a higher classification for twenty (20) consecutive working days or more shall be paid as follows: Either one step over the regular salary, or the minimum of the higher position's range or at least four percent (4%), whichever ishigher. (2) Equity increase - an increase is provided when new duties are assigned permanently which increases the complexity of the position (typically a new higher level job function is added) but reclass to a higher classification is not appropriate, or to address an inequity or retention situation. The normal salary increase for an equity is approximately 5-6% (this may vary by location depending upon budget availability). |

| | Junior, Assistant, Associate, and Full Specialist | Staff Research Associate I-V |
|--|---|---|
| Eligibility for Health and Welfare Benefits | Eligible for UC benefits (full, mid-level, core, or no benefits) depending on length and % time of appointment. Must be at least 43.75% time to receive any level of benefits. Employees appointed at least 50% for 12 months or more are automatically enrolled in the UC Retirement Program and are eligible for full benefits. | Eligible for UC benefits (full, mid-level, core, or no benefits) depending on length and % time of appointment. Must be at least 43.75% time to receive any level of benefits. Employees appointed at least 50% for 12 months or more or who attain 1000 hours on pay status within a 12-month period are automatically enrolled in the UC Retirement Program and are eligible for full benefits. |
| Vacation | Eligible to accrue if appointed for at least 6 months at 50% time or more. Accrue 16 hours per month if full-time regardless of length of service. Not eligible to accrue if drop below 50% time. Upon separation or transfer to a position that does not accrue vacation, employee is paid for any unused vacation. | Eligible to accrue if appointed for at least 6 months at 50% time or more. Accrue 10 hours per month if full-time and has less than 10 years of service. Accrual rate increases incrementally to a maximum rate of 16 hours per month after 20 years of service. After meeting eligibility criteria, part-time employees accrue proportionately even if they drop below 50% time. Upon separation or transfer to a position that does not accrue vacation, employee is paid for any unusedvacation. |
| Sick leave | Eligible to accrue if appointed 50% time or more. Full-time employees accrue 8 hours per month. Part-time employees appointed at least 50% accrue proportionate to their percent time. | Eligible to accrue if appointed 50% time or more. Full- time employees accrue 8 hours per month. Part-time employees appointed at least 50% accrue proportionate to their percent time. |
| FLSA Exemption Status | Exempt and non-exempt | Exempt and non-exempt |
| Probationary Period | None | Serves a six month' probationary period in which during this time, they may be released at sole discretion of the University. May receive up to six months credit toward completion of probationary period for time served in same or similar job on a temporary basis. Probationary period may be extended for up to three months. |
| Layoff Provisions | Appointees who are laid off or involuntarily reduced in time have preferential rehire and recall rights for a period of one year or when the appointment was originally to end, whichever is less. Severance pay is not an option. | Employees in career positions who are laid off or involuntarily reduced in time have preference for rehire and recall rights for a period of one to three years depending on their UC length of service. Employees may opt for severance pay in lieu of preferential rehire/recall or a combination of severance pay and preferential. |