

**From:** Maureen Stanton  
**Sent:** Thursday, February 07, 2013 2:40 PM  
**Subject:** Advisory to Deans #AA2013-02 -- Redelegating One Year Extensions for Junior Specialists

**Advisory to Deans #AA2013-02**

Dear Colleagues:

I have seen numerous requests recently to extend the appointment of Junior Specialists for a third year. I have learned that this issue was delegated to the deans in 2004 (SEE BELOW EMAIL). Exceptions to extend the appointment of a Junior Specialist for a third year currently resides with the Dean. Also, the dean's office is office of record for all Junior Specialist actions. Your Academic Personnel analyst should be able to assist with this process and answer any questions.

Best regards,

Maureen Stanton

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**From:** Barbara Sutton [<mailto:bdsutton@ucdavis.edu>]

**Sent:** Monday, August 09, 2004 2:18 PM

**To:** Bennie Osburn; Claire Pomeroy; Dennis Pendleton; Languard, Elizabeth; Enrique Lavernia; Harold Levine; Jeff Gibeling; Jim MacDonald; John Pascoe; Joseph Silva; Neal Van Alfen; Nicole Biggart; Phyllis Wise; Rex Perschbacher; Steven Sheffrin; Ko, Winston; Bernd Hamann; Bruce White; Jan Ilkiw; Kevin Johnson; Lovell "Tu" Jarvis; Lydia Howell; Michael Parrella; Paul Griffin; Randal Southard; Sharon Dugdale; Tom Rost

**Cc:** Claudine Thompson; Deebra Irish; Donna Olsson; Elizabeth Russell; George Bynon; Jean Weigt; Julie Beal; Olsen, Kathy; Kay House; Lucy Bunch; Mary Grivna; Michele Fulton; Stephanie Smith; Roth, Steven; Anita Laviolette (E-mail); Bobbie Lasky; Brigid Jimenez (E-mail); Cathe Richardson (E-mail); Cherie Felsch (E-mail); Christine Ficker (E-mail); Connie Melendy; Debbie Ojakangas (E-mail); Gail Casarez; Jane Hamiel (E-mail 2); Jennifer Gastineau; Jo Anna Gould; Kathy Rosano (E-mail); Kim DeLaughder (E-mail); Kitty Steiner (E-mail); Kristine Peterson (E-mail); Torfi, Lissa; Maggie Hayes (E-mail); Marge Callahan; Mari Sanchez (E-mail); Nanci Bristowe (E-mail); Muniz, Nilda; Renee Korte (E-mail); Sally DiVecchia (E-mail); Stephanie Reynolds (E-mail); Susan Hammel (E-mail); Teri Witt (E-mail); Terri Madderra (E-mail)

**Subject:** Specialist - Appointment, Advancement, Duration, Documentation

Dear Colleagues;

With the elimination of the Postgraduate Researcher title, the Junior Specialist title may be appropriate for employing individuals who will engage in a specialized area of research or who have a specialized technical expertise to assist with research projects for short periods. As a reminder, for the Junior Specialist:

- this is a post-baccalaureate title – no students may be appointed to this title;
- a Bachelor's degree is required;
- there is a two-year limit for employment in this title, including breaks in service and changes in department/college;
- this title is not “entry level” into the Specialist series.

For this title, I am delegating approval authority to the Dean for the following:

- appointments
- reappointments
- increases in step from I to II

This authority may **NOT** be delegated to the department, and the dean holds full responsibility for ensuring compliance with policy.

As part of this delegation, each Dean will establish their criteria for the step/salary increase from step 1 to 2. I ask that you submit these criteria to me no later than October 1, 2004.

The Dean's office will serve as the office of record for these appointments – no documentation will come forward to the Office of the Vice Provost-Academic Personnel. However, this office will audit service and pay records of appointees in this title to ensure full compliance with the service limitation and salary scale.

Finally, I am extending approval authority to the Dean for up to a 3<sup>rd</sup> year of service as an exception. Such exceptions must be requested and approved in advance and should only be granted in highly unusual circumstances.

If you have any questions on this action, please don't hesitate to contact me.

Barbara Horwitz  
Vice Provost - Academic Personnel