

April 10, 2017

[Advisory to Deans #AA2017-01](#)

**DEANS, EXECUTIVE ASSOCIATE DEANS, ASSOCIATE DEANS, ASSISTANT DEANS, CHAIRS,
AND ACADEMIC PERSONNEL ANALYSTS**

Re: Rescission of Delegation of Authority for Search Plans and Search Waivers for
Junior Specialist positions

Dear Colleagues:

In January of 2016, Academic Affairs discovered that our campus was out of compliance with a union settlement we agreed to in 2013. To come into compliance, we were required to make significant changes to our recruitment and appointment practices and procedures for the Junior Specialist title. We created a toolkit to provide guidance for the process, including a template position description. The template provides general guidance on the types of expected academic duties that would be found in the position description of a Junior Specialist.

After reviewing a sample of Junior Specialist position descriptions, it has come to our attention that there is still confusion about duties that are appropriate and necessary for Junior Specialist hires, who are academic appointees. Having examined a number of examples, we caution that the position description for hires in this title should be written to reflect the actual academic duties that are being assigned to the incumbent, and should not be "padded" with academic duties that will not actually be assigned. In addition, simply pasting in broadly written template language creates significant legal risk that the scope of duties will be viewed as inappropriate for a Junior Specialist, potentially requiring the position to be reclassified as a non-academic staff position.

Therefore, effective immediately, I am rescinding the delegation of authority for Search Plans and Search Waivers for the Junior Specialist title for a three-year period (through 2019-2020). During the third year, we will assess our campus readiness for redelegating to the Dean the approval authority of search plans and waivers for Junior Specialist hires. The Delegation of Authority has been updated to reflect this change (http://academicaffairs.ucdavis.edu/local_resources/docs/doa/Recruitment_SearchWaiver_Exemptions.pdf). Approval routing in Recruit is determined by type of recruitment or waiver initiated, and there are two principal types-- Senate or Non-Senate. Accordingly, all Search Plans and Search Waivers for non-Senate positions have now been programmed in Recruit to route through Academic Affairs in order for us to capture the Junior Specialist population.

Thank you in advance for your assistance in implementing these new measures. If you have any questions, comments or concerns, please do not hesitate to contact Danny Gray, Director of Academic Employment and Labor Relations (dgray@ucdavis.edu, 530-752-2090) or Kelly Anders, Director of Academic Personnel & Systems (kanders@ucdavis.edu, 530-754-8268).

Sincerely,



Maureen L. Stanton
Vice Provost-- Academic Affairs
Distinguished Professor-- Evolution and Ecology

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