



UC San Diego

Policy & Procedure Manual

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PERSONNEL-ACADEMIC

Section: 230-311

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APPOINTMENT AND PROMOTION PROJECT SCIENTIST SERIES

PPM 230-311-4 Definition

APM 311-4. a
APM 311-4. b
APM 311-4. c
APM 311-4. d
APM 311-4. e

PPM 230-311-4. f

An appointee in the Project (e.g., Scientist) series may not serve as a Principal Investigator but may serve as Co-Principal Investigators with members of the Professor or Research Scientist series. For Project Scientists who demonstrate strong potential for independent research, the Vice Chancellor for Research Affairs will consider requests from department chairs for exceptions to the Principal Investigator eligibility policy.

Serving as a Principal Investigator is not required or expected for an appointment, merit increase, or promotion.

The designation as Principal Investigator does not in itself justify an appointment to the Professional Research series.

APM 311-4. g
APM 311-4. h

PPM 230-311-8 Types of Appointments

APM 311-8

PPM 230-311-10 Criteria

APM 311-10

PPM 230-311-16 Restrictions

APM 311-16

PPM 230-311-17 Terms of Service

PPM 230-311-17.a

An appointment or reappointment in the Project (e.g., Scientist) series shall have a specified ending date. The appointee shall be advised in writing that the appointment is for a specific period and that

the appointment ends at the specified date. See APM - 137.

When there is a reasonable expectation of long-term funding, the Chancellor, by exception, may make an appointment in the Associate Project (e.g., Scientist) and Project (e.g., Scientist) title with no specific ending date. The appointee shall be advised in writing that the appointment does not carry tenure or security of employment.

Non-salaried appointments and reappointments in the Project Scientist series must be proposed with a specified ending date.

Appointments and reappointments may have shorter terms than the maximums described below.

PPM 230-311-17.a (1)

An appointment or reappointment in the Assistant Project (e.g., Scientist) rank shall be for a period of two years or less. Ordinarily, appointees serve in the first four steps with the corresponding salary levels. Steps V and VI may be used in exceptional situations, with proper justification, consistent with campus practice. Service at Assistant Project (e.g., Scientist), Step V, may be in lieu of service at Associate Project (e.g., Scientist), Step I, for which the published salary is slightly higher. Likewise, service at Assistant Project (e.g., Scientist), Step VI, may be in lieu of service at Associate Project (e.g., Scientist), Step II.

When service at Assistant Project (e.g., Scientist), Step V, is followed by service at Associate Project (e.g., Scientist), Step I, the normal period of combined service with both titles at the steps indicated is two years. The same normal two-year period of combined service applies when service at Assistant Project (e.g., Scientist), Step VI, is followed by service at Associate Project (e.g., Scientist), Step II.

For campuses that adopt an eight-year limitation of service, there is an eight-year limit for an appointee who holds the Assistant Project (e.g., Scientist) title, either in that title alone or when combined with Associate Project Scientist, Project Scientist, Assistant Research Scientist, Associate Research Scientist, Research Scientist, or Visiting Assistant Research Scientist title, with or without salary on any campus of the University of California.

APM 311-17. a (2)

APM 311-17. a (3)

APM 311-17. b

PPM 230-311-17. c

Project Scientists normally will be provided use of research laboratory space by the faculty member(s) or Research Scientists with whom they are working. In unusual cases, department chairs may assign departmental space to Project Scientists.

PPM 230-311-18 Salary

Authorized salary scales are issued by the Office of the President.

New appointees are normally paid at the minimum salary rate for the rank to which they are appointed. Salary increases are based on merit. The normal period of service prescribed for each salary level does not preclude more rapid advancement in cases of exceptional merit, nor does it preclude less rapid advancement.

For off-scale salaries, see [PPM 230-620](#).

PPM 230-311-20 Conditions of Employment

APM 311-20

PPM 230-311-24 Authority

No appointment, reappointment or academic review action is final until there has been an academic review and the individual with final authority has approved the action.

The UC San Diego [Authority and Review Chart](#) sets forth the individual(s) and/or committees responsible for review, as well as the final authority for approval.

PPM 230-311-80 Recommendation and Review

Procedural guidelines are available in the [Academic Personnel Services Procedure Manual](#).

PPM 230-311-82 Procedures for Appointment or Reappointment to the Rank of Assistant Project Scientist

The general rules of APM 311-80 apply here. In addition:

a. Reappointment/Merit Review

When a non-Senate appointee is scheduled for reappointment/merit review, the department should first determine whether reappointment is warranted. If the department does not wish to reappoint, then in accordance with APM 137, Non-Senate Appointees/Term Appointment, the appointment will expire on the established ending date.

If reappointment is warranted, the department must prepare a reappointment/merit review file with one of the following recommendations:

1. *Reappointment with Merit Advancement*

If an appointee's performance is satisfactory, the department may recommend a two-year reappointment with merit advancement.

2. *Reappointment without Merit Advancement*

If an appointee's performance does not justify merit advancement, the department may recommend a two-year reappointment with no merit advancement.

b. Final Reappointment/Merit Review

The third reappointment/merit review of an assistant-rank appointee normally occurs in the sixth year of appointment. Absent an extension of the probationary period or a prior deferral of an academic review, an appointee's third merit/reappointment review is the appointee's final merit/reappointment review at the assistant rank.

Three outcomes are possible in the final merit/reappointment review, and the eligible faculty must vote on the proposed action.

1. *Promotion is Recommended*

If the department is convinced that an appointee's record meets or exceeds the University's expectations for promotion, the department may vote to recommend promotion to the Associate or Full level, effective the following July 1.

2. *Postponement of Promotion Review is Recommended*

If the department believes there is significant work in progress that cannot be completed in time to justify promotion, but which should be completed prior to the promotion review and,

when completed, would likely suffice for promotion, the department may propose postponement of the promotion review.

The department must demonstrate that the appointee's academic record is strong and that they are making active and timely progress on substantial work that:

- should be completed prior to the promotion review (the anticipated completion date must be indicated); and
- would likely suffice for promotion.

If the department proposes postponement of the promotion review, a reappointment file (recommending a two-year reappointment with or without merit advancement) must be submitted in accordance with the campus deadline for submission of reappointment and merit advancement files.

3. *Non-reappointment*

If the department believes that an appointee's overall career achievements do not justify promotion, and that a postponement of the promotion review is not warranted, no promotion file is prepared and the appointee will not be reappointed. In accordance with APM 137, Non-Senate Appointees/Term Appointment, the appointment will expire on the established ending date. In cases of non-reappointment, the department chair should consult with the dean.

If promotion is proposed and denied, or if the department does not propose promotion and/or reappointment, in accordance with APM 137, Non-Senate Appointees/Term Appointment, the appointment will expire on the established ending date.

4. *Notice of Non-Reappointment*

Although notice of non-reappointment is not normally required, the department should provide written notice of non-reappointment whenever possible.

Procedural guidelines are available in the [Academic Personnel Services Procedure Manual](#).

REVISION HISTORY

July 01, 2017	This policy was made effective.
April 20, 2018	Minor technical edits to update names and policy hyperlinks.
March 31, 2020	Technical edits to remove gendered language.
October 6, 2020	Minor technical edits.