The Junior Specialist title may be appropriate for employing individuals who engage in a specialized area of research or who have a specialized technical expertise to assist with research projects for short periods.

- This a post-baccalaureate title — no students may be appointed in 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 is not an “entry level” into the Specialist series, although it is possible to advance into that series if the appointee meets the qualifications
- Junior Specialists are not members of the Academic Federation
- A Search Waiver is not required.

For this title, approval authority has been delegated to the Associate Dean of Academic Affairs for the following:

- appointments
- reappointments
- increases from Step I to Step II
- exceptions for a 3rd year of service-SOM does not grant third-year exceptions

For any actions for Junior Specialists, individual departments may decide to require a faculty vote, informal faculty consultation, or cede authority for recommendation solely to the Department Chair. Any of the former processes selected by the department is acceptable, but must be applied consistently to each Junior Specialist in the department.

Actions of any kind recommended to be retroactive more than 30 days are required to be submitted to the Vice Provost for approval.

**APPOINTMENT**

*Criteria*

- Bachelor’s degree
- Specialized area of research or technical expertise
- Need for expertise in the department

*Required documentation*

- Job description
- Brief letter from department chair
  - Evaluation of qualifications and quality of previous work
  - Results of faculty consultation, if applicable
  - Start and end dates of appointment
  - Source of funding
  - Analysis stating how individual’s qualifications meet needs of the department
  - Biography Form

11/24/2004
Process
- Submit packet to Academic Affairs
- Academic Affairs reviews; Associate Dean approves
- Candidate is sent appointment letter including start and end dates (copy to department)
- Department prepares and submits PSoft input docs to Academic Affairs

REAPPOINTMENT
Criteria
Demonstrated achievement within the scope of the needs identified by the department at time of appointment:
- Publishable research in a specialized area
- Professional competence and activity
- University and public service

Required Documentation
- Job description, with annotation if it is changed from original appointment
- Brief letter from department chair
  - Results of faculty consultation, if applicable
  - Start and end dates of appointment
  - Source of funding
  - Evaluation of quality and quantity of candidate’s achievements in the required areas of criteria, and as set out at time of appointment
  - Curriculum Vitae

Process
- Submit packet to Academic Affairs
- Academic Affairs reviews; Associate Dean approves
- Candidate is sent appointment letter including start and end dates (copy to department)
- Department prepares and submits PPS input docs to Academic Affairs

INCREASE IN STEP (Step I to II)
Criteria
- Demonstrated achievement within the scope of the needs identified by the department at time of appointment or reappointment;
  - Additional publishable research in a specialized area since time if appointment or reappointment
  - Increase and improvement in quality and quantity of professional competence and activity
  - Additional University and public service
- Comparison of performance to others in similar title in department

11/24/2004
Required Documentation

- Job description, with annotation if it is changed from original appointment
- Brief letter from department chair
  - Results of faculty consultation, if applicable
  - Start and end dates of appointment
  - Source of funding
  - Evaluation of quality and quantity of candidate's achievements in the required areas of criteria
  - Curriculum Vitae

Process

- Submit packet to Academic Affairs
- Academic Affairs reviews; Associate Dean approves
- Candidate is sent appointment letter including start and end dates (copy to department)
- Department prepares and submits PPS input docs to Academic Affairs

11/24/2004