

**Appointment and Promotion: APM - 311 Project (e.g., *Scientist*) Series**

**311-4 Definition**

- a. Project (e.g., *Scientist*) series titles are given to those appointees who make significant and creative contributions to a research or creative project in any academic discipline. Appointees with Project (e.g., *Scientist*) titles may engage in University and public service. They do not have teaching responsibilities.
- b. Appointees in this series may be ongoing members of a research team or may be employed for a limited period of time to contribute high-level skills to a specific research or creative program.
- c. Appointees in this series are not required to carry out independent research or develop an independent research reputation. Ordinarily, appointees in Project (e.g., *Scientist*) series titles will carry out research or creative programs with supervision by a member of the Professor or Professional Research series.
- d. The Project (e.g., *Scientist*) series differs from the Professional Research series in that the former need not demonstrate the same capacity for fully independent research or research leadership required of the Professor series and Professional Research series.
- e. Appointees in the Project (e.g., *Scientist*) series are expected to have a broader range of knowledge and competency and a higher level of independence than appointees in the Specialist series, whose appointment and advancement depend on the technical contributions that they make to the work of the research team.
- f. An appointee in the Project (e.g., *Scientist*) series does not usually serve as a Principal Investigator. See campus policies for Principal Investigator and Co-Principal Investigator status. For titles that do not automatically qualify as Principal Investigator or Co-Principal Investigator, the Chancellor may grant an exception. 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.

- g. Appointees may serve full-time, part-time, or without salary.
- h. Project (e.g., *Scientist*) series titles may be supported by State and non-State funds.

### 311-8 Types of Appointments

a. Titles (and ranks) in this series are:

- 1) Assistant Project (e.g., *Scientist*)
- 2) Associate Project (e.g., *Scientist*)
- 3) Project (e.g., *Scientist*)

b. An *appointment* (as distinguished from a promotion) occurs when a person is employed in one of the three ranks listed above, if the individual's immediately previous status was:

- 1) not in the employ of the University; or
- 2) in the employ of the University but not with a title in this series.

c. A *promotion* is an advancement from one rank to a higher rank within this series, usually the next rank as listed above.

d. A *merit increase* is an advancement in salary step or to an above-scale salary rate without change of rank. See APM - 615.

e. The term *reappointment* means the renewal of an appointment in this series. If the renewal of an appointment does not immediately follow the ending date of the previous appointment, the action is an appointment, not a reappointment. A reappointment may or may not be accompanied by a promotion or a merit increase.

### 311-10 Criteria

The candidate for a title in this series must have earned a doctorate or its equivalent. The Chancellor may grant an exception to this requirement.

A candidate for appointment, reappointment, merit increase, or promotion in this series shall be judged by the criteria specified below:

- a. Demonstrated significant, original, and creative contributions to a research or creative program or project
- b. Professional competence and activity

Appointees in this series need not demonstrate the same independence or scholarly breadth as members of the Professor or Professional Research series. University and public service are encouraged but not required.

### 311-16 Restrictions

- a. Appointees in this series who teach must hold concurrently an appropriate faculty title, following campus review procedures for such appointment.
- b. The appointment letter shall set forth any funding requirements for the position.

### 311-17 Terms of Service

- 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.

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

- 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 an Assistant Research (e.g., *Physicist*) title and Visiting Assistant Research (e.g., *Physicist*) title.

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- 2) For appointments with specific ending dates, an appointment or reappointment in the Associate Project (e.g., *Scientist*) rank at any one of the first three steps, shall be for a period of two years or less. The normal period of service in the rank of Associate Project (e.g., *Scientist*) is six years. Steps IV and V may be used in exceptional situations, with proper justification, consistent with campus practice. Service at Associate Project (e.g., *Scientist*), Step IV, may be partly or entirely in lieu of service at Project (e.g., *Scientist*), Step I, for which the published salary is slightly higher. Likewise, service at Associate Project (e.g., *Scientist*), Step V, may be partly or entirely in lieu of service at Project (e.g., *Scientist*), Step II.

The normal period of service at Associate Project (e.g., *Scientist*), Step IV, is three years if such service is fully in lieu of service as Project (e.g., *Scientist*), Step I. In those instances of service at Associate Project (e.g., *Scientist*), Step IV, followed by service at Project (e.g., *Scientist*), Step I, the normal period of combined service is three years. The situation for Associate Project (e.g., *Scientist*), Step V, and Project (e.g., *Scientist*), Step II, is exactly analogous to that for Associate Project (e.g., *Scientist*), Step IV, and Project (e.g., *Scientist*), Step I.

- 3) For appointments with specific ending dates, an appointment or reappointment in the Project (e.g., *Scientist*) rank may be for a period of three years or less. The normal period of service at step is three years in each of the first four steps. Service at Step V and higher may be of indefinite duration.
- b. Rules concerning effective dates of appointments are set forth in [APM - 200-17](#), except that an appointment period normally will coincide with the University's fiscal year of July 1 through June 30 or with the end date of funding. The effective date of a promotion or merit increase is normally July 1. However, exceptions may be approved by the Chancellor. (See APM - 311-24)

**311-18 Salary**

Authorized salary scales are issued by the Office of the President

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

**311-20 Conditions of Employment**

- a. Appointees to this series are not members of the Academic Senate.
- b. Neither tenure nor security of employment is acquired by appointment to a title in this series.
- c. When an appointment in this series is terminated because of budgetary reasons, lack of work, or programmatic needs, [APM - 145](#) (Non-Senate Academic

Appointees/Layoff and Involuntary Reduction in Time) applies.

- d. [APM - 150](#) (Non-Senate Academic Appointees/Corrective Action and Dismissal) applies to this series.
- e. g. An appointment which has a specific ending date is subject to [APM - 137](#) (Non-Senate Academic Appointees/Term Appointment).
- f. An appointee with a title in this series is eligible for leave with pay under [APM - 758](#) when the leave is in the interest of the University and to the extent that funds are available in the source(s) from which the salary is paid.

Appointees are not eligible for sabbatical leave ([APM - 740](#)).

- g. [APM - 140](#) (Non-Senate Academic Appointees/Grievances) applies to appointees in this series.

### **311-24 Authority**

- a. Authority to approve appointments, reappointments, merit increases, promotions, and terminations in this series, following appropriate review, rests with the Chancellor, except for certain above-scale salaries.

The Chancellor has the authority to approve above-scale salary levels up to and including the Regental compensation threshold. For salaries beyond the Regental compensation threshold, authority rests with The Regents on recommendation of the President, after appropriate review, and as prescribed in Section 101.2(a)(2) of the Standing Orders of The Regents.

- b. An initial appointment or subsequent reappointment of any person following retirement may be made on a year-to-year basis and with specific approval of the Chancellor.
- c. The Chancellor's authority as stipulated in [APM - 310-24-a](#) extends to the approval of promotions and merit increases having effective dates other than July 1.
- d. The Chancellor's authority as set forth in [APM - 310-24-a](#) also extends to the retroactive approval of appointments, merit increases, and promotions (that is, with the beginning date prior to the date of approval).