



OFFICE OF THE PROVOST AND EXECUTIVE VICE PRESIDENT
ACADEMIC AFFAIRS

OFFICE OF THE PRESIDENT
1111 Franklin Street, 12th Floor
Oakland, California 94607-5200

May 18, 2015

**CHANCELLORS
LABORATORY DIRECTOR ALIVISATOS
ACADEMIC COUNCIL CHAIR GILLY
ANR VICE PRESIDENT ALLEN-DIAZ**

RE: Issuance of Revised Section 330 of the Academic Personnel Manual (APM - 330), Specialist Series

Dear Colleagues:

I am formally transmitting the revised Section 330 of the Academic Personnel Manual (APM - 330), Specialist Series. Also attached is the Specialist Series Toolkit prepared for academic administrators appointing, advancing, and/or promoting Specialists within this series. The policy and Toolkit can be found online at <http://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/policy-issuances-and-guidelines/index.html>.

Effective Dates

The revised policy is issued to be effective July 1, 2015. All Specialists appointed on or after July 1, 2015 are subject to the revised policy. All Specialists with appointments beginning before July 1, 2015 are subject to the new policy with the exception of provisions for appointment and advancement criteria (APM - 330-10), qualification (APM - 330-11), and recommendation and review (APM - 330-80). The campus Academic Personnel Offices will manage this grandfathering provision. For more information on the revised policy or implementing the grandfathering provision, please contact your local Academic Personnel Office staff.

Consultation Process

The systemwide consultation process engaged to revise APM - 330 consisted of two major reviews conducted over the past year: Management Consultation and Systemwide Review. Reviewers conveyed support during the comment periods; several offered recommendations during both reviews, most of which have been incorporated in final language.

Overview of Revisions

Summarized below are some of the recommendations from Management Consultation (April – June 2014) and Systemwide Review (September – December 2014) that have been incorporated in the revised policy:

- Amended language refines the criteria for each rank as well as educational and experiential qualifications for appointment and advancement.
- Current language is enhanced to be inclusive of the differences in disciplines and ranks.
- Conditions of employment are expanded and clarified to mirror other series within the APM.
- Language is refined within the salary and above-scale status sections.

May 18, 2015

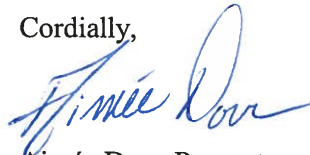
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Specialist Series Toolkit

The Specialist Series Toolkit is reissued effective with the revised policy. The Toolkit was developed three years ago in consultation with systemwide subject matter experts and the Office of General Counsel based on best practices collected from the campus Academic Personnel Offices. The Toolkit is intended to provide a hands-on reference manual to be employed by faculty and staff involved in recruiting, selecting, appointing, and advancing individuals engaged in research. I encourage you to distribute the Toolkit widely among your campus, school, and departmental constituents.

I wish to thank all members of the University community for their efforts to revise APM - 330. Your contributions are deeply appreciated.

Cordially,



Aimée Dorr, Provost
Executive Vice President for Academic Affairs

Attachments: APM - 330, Specialist Series
Specialist Series Toolkit

cc: President Napolitano
Members, President's Cabinet
Executive Vice Chancellors/Provosts
Vice Provosts for Academic Affairs/Academic Personnel
Academic Personnel Directors
Executive Director Baxter
Executive Director Fox
Executive Director Larsen
Executive Director Rodrigues
Executive Director Tanaka
Deputy General Counsel Friedlander
Deputy General Counsel Woodall
Senior Counsel Van Houten
Deputy Compliance Officer Lane
Director Chester
Director Henderson
Director Lockwood
Human Resources Policy Analyst Bello
Policy and Compensation Analyst Fauroat
Policy Coordinator Trifonov