

# ORU PROFESSIONAL RESEARCHERS\* NEW APPOINTMENT CHECKLIST

## General Information Regarding Professional Researcher Appointments:

- Scholars holding an H1B visa must be appointed at 100% effort
- Appointees in these series are eligible for full benefits coverage (add approximately 23% on top of salary).
- Appointees in this series accrue 16 hours vacation (charged to PI's grant monthly) and 8 hours sick leave per month (not charged to PI's grant). When a scholar charges vacation, the salary from that time off is credited to grant.
- Vacation Balance Pay Out: Any unused vacation will be paid out to the scholar upon separation or change in series to a non-accruing title.

## Department Responsibilities:

### \_\_\_\_\_ Recommendation letter for appointment from Mentor/PI:

Instructions for Recommendation Letter

- Scholar Name:
- Proposed title, step and salary: Consult the series criteria and salary scales
- Percentage of Effort: 0 – 100% or Variable  
Note: 50% is the threshold for benefits.  
H1B holders must be at 100%
- Effective Dates: Indicate start date as well as end date. Normal service for Assistant and Associate is two years and for Full is three years. You may also specify a shorter service period, but justification must be provided (such as funding restrictions). Appointments can then be extended through the normal service period if a grant is received.
- Education and Postdoctoral Experience Summary:
- Research: Summary of the research project, role of scholar in the project, including level of independence and creativity (especially important for Research Scientists), significance of the work and goals in the future.
- University & Public Service: Detail university or public service expected (Research Scientists only)

### \_\_\_\_\_ Referee I.D. list:

External letters are required for appointments at all ranks (three for Assistant and five for Associate or Full). You should provide at least six names for Assistant and eight names for Associate/Full to ensure that enough letters are received.

Referees should hold appointment of at least Associate Professor and be independent of the scholar (advisors and collaborators are not suitable) and preferably from outside UC San Diego. Referees for Research Scientists should be from institutions both national and international and should be at least at the Associate Professor level for promotions to Associate Research Scientist and Full Professor for advancement to Full Research Scientist, Step VI or Above Scale.

Referee information must include:

- Name
- Title
- Institution
- Email address
- Qualifications as a reviewer: detail the individual's area of expertise, national/international stature and why they are in a position to evaluate your scholar.

### \_\_\_\_\_ Department/Adhoc letter (Once file is assembled, it will be returned to ORU for recommendation letter)

## Candidates Responsibilities:

\_\_\_\_\_ Academic Biography and Bibliography packet (completed and signed by the candidate).

\_\_\_\_\_ Publications: Suggestion of six pieces of the most important publications and published reviews (work in manuscript form accepted for publication may be included).

\_\_\_\_\_ CV

\_\_\_\_\_ Referee I.D. list (suggest 2-3 names)

**ORU/AP Office Responsibilities:**

Prepare file using documents obtained from Department, Candidate, and APO

**ORU/Academic Personnel will be responsible for the following:**

- \_\_\_\_\_ Recruitment and/or waiver
- \_\_\_\_\_ Summary: Information is complete and consistent with the Academic Biography and Bibliography packet and the departmental recommendation letter.
- \_\_\_\_\_ UC Academic Employment History (consistent with biography data)
- \_\_\_\_\_ Copy of solicitation letter to external referees (as required). Advise the external referees in a properly worded solicitation letter of the meaning of the proposed advancement and ask them to analyze and evaluate (instead of merely praise) the candidate's work. Include the University's confidentiality statement in the solicitation letter.
- \_\_\_\_\_ Ensure that the independence of the external referees and their qualifications with respect to their expertise in the field have been stated fully and clearly on the Referee ID List. (*This information should not appear in the departmental ad hoc report or the departmental recommendation letter.*)
- \_\_\_\_\_ External Letters: Are the required number included? Are the letters independent? Avoid use of external referees whom the reviewers may not regard as objective evaluators either because they are too close to the candidate professionally (e.g., collaborators, thesis supervisors, etc.) or because they have a personal relationship with the candidate.
- \_\_\_\_\_ Use external referees who are senior scholars. If external referees are not senior scholars or are not independent of the candidate, the department should explain why they were selected as the best-qualified referees. *This information should appear only on the Referee ID list.*
- \_\_\_\_\_ Ensure that the majority of external letters in the file are from referees selected by the department, rather than by the candidate.
- \_\_\_\_\_ Include in the file all external referee letters solicited and received by the department, whether or not the final departmental recommendation requires external letters.

**ORU/AP Office will assemble and return file to Department for committee meeting/voting, and department letters.**

**ORU/AP Office will submit final file to the Office of Research Affairs. Copies of the completed file will be sent to Department.**