<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>SPECIALIST SERIES</th>
<th>PROFESSIONAL RESEARCH SERIES</th>
<th>PROJECT ( ) SERIES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>APM 330 Jr. 3330/Asst. 3320/Asso. 3310/Full 3300</td>
<td>APM 310 Asst.1989 / Asso. 1988 / Full 1989</td>
<td>APM 311 Asst. 3394 / Asso. 3392 / Full 3390</td>
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</tbody>
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**Education/Experience**
- Ph.D. not required. Usually a B.S. or B.A. in related field for entry level (Jr. Specialist).
- Advanced degree is normal for upper levels. MA + 5yrs @ Assoc. level. MA + 10 yrs. at full Specialist.
- Ph.D. or equivalent foreign degree.
- PhD or equivalent foreign degree.

**Duties**
- Conduct research in specialized areas, or provide significant research support to Principal Investigator. May be responsible for successful operation of research facility or lab, or conduct field studies to support research /curriculum development. Principal Investigator status by exception only.
- Engage independently and directly in research, not merely assisting a research project. 19900 funded have automatic Principal Investigator status by virtue of title. Non-19900 are eligible for Principal Investigator status by exception only.
- Carry out research under the supervision of a Professor or Professional Researcher. Not expected to demonstrate same level of independence or leadership skills as Professional Research, but should have broader range of knowledge and work more independently than Specialist. May be considered for Principal Investigator status by exception only.

**Other Duties/Administrative**
- None required, but at higher levels administrative duties may be part of job responsibilities. Principal Investigator duties if applicable.
- None required, but implied as part of serving as Principal Investigator on large research projects involving large staffs.
- University & public service are encouraged, but not required. Additional duties implied as part of serving as Principal Investigator on research projects.

**Review Criteria**
- Evaluated on research and creative activity, professional competence and activity, and University and public service.
- Evaluated on research and creative activity; professional competence and activity, and University and public service. Publishing essential for advancement.
- Evaluated on demonstrated significant, original & creative contributions to a research or creative program or project. Professional competence & activity.

**Publications**
- Not required, but most generally publish/co-publish in some form. Required to contribute efforts that are critical to the scientific advancement of or publications by a Principal Investigator or faculty member.
- Necessary for advancement and promotion. Same caliber as Professor Series and include refereed and non-refereed publications, archival journals, conference and symposium proceedings, technical reports, articles in non-archival magazines or journals, books and book reviews.
- Not required, but would expect contributions towards published works. Exceptional Principal Investigators more likely to publish.

**Approval**
- *New: Assoc. Dean final on Jr. & Assist. APO final on Assoc. & full.
- Ext.: Assoc Dean final on all titles provided waiver was completed on initial hire.
- *New: Assoc. Dean final on Assist. APO final on Assoc. & full.
- Ext.: Assoc Dean final on all titles provided waiver was completed on initial hire.
- *New: Assoc. Dean final on Assist. APO final on Assoc. & full.
- Ext.: Assoc Dean final on all titles provided waiver was completed on initial hire.

**Routing**
- 1. COE for review and Assoc Dean signature.
- 2. APO
- 3. Returned to COE
- 4. Approval sent to requesting Dept.
- 1. COE for review and Assoc Dean signature.
- 2. APO/BC
- 3. Returned to COE
- 4. Approval sent to requesting Dept.
- 1. COE for review and Assoc Dean signature.
- 2. APO
- 3. Returned to COE
- 4. Approval sent to requesting Dept.

*NOTES:*
1. All hires require PTR if going to recruit for the position.
2. All hires require EPTR if there is a specific candidate in mind.
3. All hires beyond 1 year at >51% require a search waiver (targeted search). Use COE EPTR/WAIVER form.
4. All require layoff list clearance from APO prior to appointment approval.
5. Extensions don’t require layoff check, but must provide prior layoff number if requesting a waiver.
6. Exceptions beyond one year limit don’t require a waiver as long as duration does not exceed ~6 months, but still require approval from APO.
7. Beyond one year extension when waiver wasn’t originally submitted with hire request requires waiver (targeted search) for extension approval.
8. If original request included EPTR and WAIVER can extend with only a memo justification to Assoc. Dean.