

## Specialist Series

The Specialist series is used for academic appointees who are engaged in research in specialized areas who do not have any teaching responsibilities. They may also provide significant research support to their Principal Investigator. There are four levels in this series: Junior Specialist, Assistant Specialist, Associate Specialist and Specialist. A Ph.D. is not required for this title but normally a B.S. or B.A. in a related field is required for the Junior level and a Masters degree is normal for the upper levels.

### REQUIRED DOCUMENTS:

- Exceptional Permission to Recruit (used for appointments more than 50% for up to one year).
- Targeted Hire /Request for Search Waiver (used if for appointee's PI would like to appoint longer than one year)
- Memo (if appointment is less than 50% time)
- CV (with publications list if applicable)
- Funding Confirmation

Step	Owner	Process
1	Host Faculty	<ul style="list-style-type: none"> <li>• Decides they would like to appoint a researcher in the Specialist Series and notifies HR Coordinator.</li> </ul>
2	HR Coordinator	<ul style="list-style-type: none"> <li>• Connects with the researcher and obtains necessary documents for appointment approval</li> <li>• Reviews documents and determines proper classification within series based on experience, etc.</li> <li>• Submits required documentation to Associate Deans Office (193 M Cory Hall)</li> </ul>
3	Associate Deans Office	<ul style="list-style-type: none"> <li>• Gives final review of case and approves it</li> <li>• Submits case to Academic Personnel Office</li> </ul>
4	APO	<ul style="list-style-type: none"> <li>• For Jr and Asst level, request is sent to APO for layoff number only. Approval final with Associate Dean</li> <li>• For Associate and Specialist level, request is sent to APO for final approval from Vice Provost</li> <li>• Sends approval back to Associate Dean's Office</li> </ul>
5	Associate Deans Office	<ul style="list-style-type: none"> <li>• Receives approved request and routes it back to HR Administrator</li> </ul>