

Visiting Researchers and Visiting Project Scientists

Visiting Researchers and Visiting Project Scientists are faculty members or professional researchers with a Ph.D. who are taking a leave of absence from their current place of employment to accept a visiting appointment at UCB. For annual appointments that are consecutive, **there is a strict two year minimum on these titles.** If the visitor only comes a few months to perform research over the summer, this title can be used for more than two years.

Although there is a “visiting” prefix on these titles, they are paid appointments that are **NOT** VSPA affiliated. Salaries for Visiting Researchers and Visiting Project Scientists are negotiated between the researcher and PI (salaries typically fall between the salaries on the specialist series to the research series scale).

The title at their home institution should correspond with the level they are appointed at here. For example, an Associate Professor at MIT should be appointed as a Visiting Associate Research Engineer at UCB.

There are three levels in each title series:

➤ Visiting Assistant Researcher	➤ Visiting Assistant Project Scientist
➤ Visiting Associate Researcher	➤ Visiting Associate Project Scientist
➤ Visiting Researcher	➤ Visiting Project Scientist

REQUIRED DOCUMENTS:

- Memo or Visiting Title Appointment Request Form
- CV (with publications list if applicable)
- Funding Confirmation

Step	Owner	Process
1	Host Faculty	<ul style="list-style-type: none"> • Decides they would like to appoint a Visiting Researcher or Project Scientist and notifies HR Generalist.
2	HR Generalist	<ul style="list-style-type: none"> • Connects with the visitor and obtains necessary documents for appointment approval • Reviews documents and determines proper classification within series based on experience, degree, title, etc. • Submits required documentation to ERSO Academic HR Assistant (197 M Cory Hall)
3	ERSO Academic HR Asst	<ul style="list-style-type: none"> • Ensures all the necessary documents were submitted with case • Routes case to ERSO Academic HR Analyst
4	ERSO Academic HR Analyst	<ul style="list-style-type: none"> • Gives final review of case and obtains approval from Associate Dean for Research • Once approved, routes case back to HR Generalist