

The Henry Samueli School of Engineering
Non-Senate Actions and Delegations

INITIAL APPOINTMENTS, REVISIONS, AND RENEWALS*

ACADEMIC TITLE SERIES	INITIAL APPOINTMENT approved by:	CAP REVIEW:	ADVERTISED SEARCH REQUIRED:**	DOCUMENTS REQUIRED:	REVISIONS & RENEWALS approved by:	RENEWAL DOCUMENTS REQUIRED:
Adjunct Professor	Assoc. Dean Faryar Jabbari for Assistant rank, Vice Provost Diane K. O'Dowd for Assoc. & Full ranks	No - Assistant rank only, Yes - Assoc. & Full ranks	Yes, if salaried	Use checklist AP-30	Assoc. Dean Faryar Jabbari if WOS or no change in terms, otherwise Vice Provost Diane K. O'Dowd	AP-21. Memo also required if there is a change in terms or salary.
Research Fellow or Associate	Vice Provost Diane K. O'Dowd (Assoc. Dean recommends for HSSoE)	No	Yes, if salaried	(No Checklist) AP-21, PI memo approved by Chair, AP-9, & CV/AP-99	Associate Dean Faryar Jabbari	AP-21. Memo also required if there is a change in terms or salary.
Researcher	Vice Provost Diane K. O'Dowd (Assoc. Dean recommends for HSSoE)	Yes	Yes, if salaried	Use checklist AP-30	Vice Provost Diane K. O'Dowd (Assoc. Dean recommends for HSSoE)	AP-21 if simple renewal with no change in terms or salary. Otherwise, use checklist AP-35.
Lecturer (pre-6)	Associate Dean Faryar Jabbari	No	Yes	Use checklist AP-30	Associate Dean Faryar Jabbari	AP-IX1
Postdoctoral Scholar	Associate Dean Faryar Jabbari (via Grad Division if an awarded Fellow)	No	Yes. (May request an exceptional waiver if an awarded Fellow.)	Use checklist AP-PX2	Associate Dean Faryar Jabbari	Use checklist AP-PX2
Project Scientist	Associate Dean Faryar Jabbari	No	Yes, if salaried	Use checklist AP-30	Associate Dean Faryar Jabbari	AP-21. Memo also required if there is a change in terms or salary.
Specialist	Associate Dean Faryar Jabbari	No	Yes, if salaried	Use checklist AP-30	Assoc. Dean Faryar Jabbari unless more than 1 yr. at Junior rank.	AP-21. Memo also required if there is a change in terms or salary.
Visiting Titles	Associate Dean Faryar Jabbari	No	No	(No Checklist) AP-21, PI memo approved by Chair, AP-9, & CV/AP-99	Associate Dean Faryar Jabbari	AP-21. Memo also required if there is a change in terms or salary.

* Renewals are extensions to term appointment ending dates. Reappointments are renewals resulting from a merit or promotion review.

** Requests for waivers to search must be submitted in RECRUIT, and a paper appointment dossier must be sent to the Dean's Office for appointment approval. AFTER the waiver is approved by the Vice Provost in RECRUIT, the department appointment approval documents will be returned to the department for submission in PPS. Requests are approved as temporary appointments with the understanding that they are short-term only and may not be renewed until after an open and competitive search is conducted. A WOS appointment cannot become a salaried appointment until an open and competitive search is first conducted, unless an exception to search is approved.