



August 24 2015

**ACADEMIC DEANS  
VICE CHANCELLOR FOR RESEARCH  
DEPARTMENT CHAIRS**

**Re: Academic Personnel Policy – APM - 330, Specialist Series**

Attached is the revised Academic Personnel Policy, revising APM - 330, Specialist Series.

**APM – 330, Specialist Series**

<http://www.ucop.edu/academic-personnel-programs/files/apm/apm-330.pdf>

The revised policy is issued to be effective July 1, 2015. All Specialists appointed on or after July 1, 2015 are subject to the revised policy. All Specialists with appointments beginning before July 1, 2015 are subject to the new policy with the exception of provisions for appointment and advancement criteria (APM - 330-10), qualification (APM - 330-11), and recommendation and review (APM - 330-80).

**Specialist Series Toolkit**

A Specialist Series Toolkit is provided with the revised policy. The Toolkit was developed three years ago in consultation with systemwide subject matter experts and the Office of General Counsel based on best practices collected from the campus Academic Personnel Offices. The Toolkit is intended to provide a hands-on reference manual to be employed by faculty and staff involved in recruiting, selecting, appointing, and advancing individuals engaged in research.

**Postdoc vs. Specialist Titles**

Within the toolkit, our office has also included the Postdoc vs. Specialist Titles Chart (page 6). The Specialist Series Toolkit can be found online at: <http://www.ap.uci.edu/SpecialistToolkit.pdf>.

If you have questions or need further assistance, please contact the Academic Personnel analyst assigned to your school.

A handwritten signature in black ink that reads "Diane K. O'Dowd".

Diane K. O'Dowd  
Vice Provost for Academic Personnel

cc: Provost and Executive Vice Chancellor Lavernia  
Chief Personnel Officer  
Department Managers  
Academic Personnel