

UNIVERSITY OF CALIFORNIA, BERKELEY

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SANTA BARBARA • SANTA CRUZ

OFFICE OF THE VICE CHANCELLOR FOR RESEARCH
119 CALIFORNIA HALL #1500

OFFICE OF THE CHANCELLOR		
RESEARCH	DATE	

BERKELEY, CALIFORNIA 94720-1500

December 1, 2008

+DA
*Visiting Scholars
+ Title Codes

ASSISTANT VICE CHANCELLOR
RESEARCH ENTERPRISE SERVICES (RES)

RE: Delegation of Authority – Postdoctoral Scholars

I hereby delegate to the Assistant Vice Chancellor for Research Enterprise Services the authority to approve the following Postdoctoral Scholar actions in job codes 3252, 3253 and 3254, for all current and future Units administered by RES.

All actions will continue to be in accordance with APM 390 --Appointment and Promotion, Postdoctoral Scholars and Visiting Scholar Postdoctoral Affairs (VSPA) procedures. **These actions may not be redelegated.**

New Appointments and Reappointments

- Confirmed and documented Ph.D. or foreign equivalent conferred *less* than five years prior to the start date of UCB appointment.
- Appointment terms that are at least one month and not to exceed three years in duration and do not exceed a total of five years of postdoctoral service, including previous postdoctoral experience in other campus departments or at other institutions.
- Salaries that are based on the approved Postdoctoral Scholar salary scale for "Employee" category and equitable within the RES Unit or Faculty laboratory.
- Salary supplementation for Fellow and Paid Direct titles in accordance with agency guidelines and UC policy and procedure.
- VSPA applications must be sent directly to the Visiting Scholar Postdoctoral Affairs office.

Merit Review

- All merit increases provided that faculty supervisor has reviewed and documented, in writing, Postdoctoral Scholar's performance.
- Merit increases may be given annually to "Employees." "Fellows" and "Paid Directs" should be given increases in accordance with the extramural funding agency.
- Merit increases are effective upon the date of reappointment or July 1, and will not occur more than once within a twelve month period.

Records

- RES will serve as the office of record for all actions falling under this delegation including Ph.D. certification, time since degree, prior employment, leaves of absence and time off provisions.
- The faculty supervisor will be the signatory for letters of appointment, reappointment and merit.
- Written delegation of authority must be obtained from all RES Unit Faculty Directors and forwarded to the Vice Chancellor for Research Office. These records should be kept current as Faculty Directors turnover and new Units join the RES organization.

The VCRO will provide final review and approval for postdoctoral actions that do not fall under the criteria detailed above including exceptional sixth year appointments and requests for removal expense reimbursement.

Sincerely,

A black rectangular redaction box covering the signature of Robert Price.

Robert Price
Interim Vice Chancellor for
Research

cc: Academic Personnel Office ✓
Berkeley International Office
VSPA Office