

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

REVIEWS/MERITS/PROMOTIONS

ACADEMIC TITLE SERIES / RANK	Step	Years at Step	Dean-Delegated Reviews	VP/CAP Reviews	Documents Required
Assistant Adjunct	I	2	All merits within rank, including accelerated merits. (Assoc. Dean drafts and signs letter)	All promotions, MCAs, & reappointments	See Matrix I
	II	2			
	III	2			
	IV	2			
	V	2			
	VI	2			
Associate Adjunct	I	2	All merits within rank, including accelerated merits. (Assoc. Dean drafts and signs letter)	All promotions & reappointments	See Matrix I
	II	2			
	III	2			
	IV	3			
	V	3			
Adjunct Professor	I	3	All merits within rank, including accelerated merits. (Assoc. Dean drafts and signs letter)	All promotions, A/S, step VI, & reappointments	See Matrix I
	II	3			
	III	3			
	IV	3			
	V	*			
	VI	*			
	VII	*			
	VIII	*			
	IX	*			
Assistant Researcher	I	2	Merits for steps I-II, II-III, III-IV. (Assoc. Dean drafts and signs letter)	Merits for steps IV-V, V-VI; promotions; accelerations; differ-ing recommenda-tions; retroactive & all other actions.	See Matrix IV
	II	2			
	III	2			
	IV	2			
	V	2			
	VI	2			
Associate Researcher	I	2	Merits for steps I-II, II-III. (Assoc. Dean drafts and signs letter)	Merits for steps III-IV, IV-V, V-VI; promotions; ac-celerations; dif-fering recommen-dations; retroactive & all other actions.	See Matrix IV
	II	2			
	III	2			
	IV	3			
	V	3			
Researcher	I	3	Merits for steps I-II, II-III, III-IV, IV-V. (Assoc. Dean drafts and signs letter)	Merits for steps V-VI, VI-VII, VII-VIII, VIII-IX; promo-tions; accelerations; differing recommen-dations; retroactive & all other actions.	See Matrix IV
	II	3			
	III	3			
	IV	3			
	V	*			
	VI	*			
	VII	*			
	VIII	*			
	IX	*			

* Years at step may be of indefinite duration; however, a review must occur at least every fifth year.

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ACADEMIC TITLE SERIES / RANK	Step	Years at Step	Dean-Delegated Reviews	VP/CAP Reviews	Documents Required
Assistant Project Scientist	I	2	All normal merits & first No Change. (Further delegated to Assoc. Dean)	Promotions; accelerations; differing recommendations; retroactive, off-scale & all other actions.	See Matrix IX
	II	2			
	III	2			
	IV	2			
	V	2			
	VI	2			
Associate Project Scientist	I	2	All normal merits & first No Change. (Further delegated to Assoc. Dean)	Promotions; accelerations; differing recommendations; retroactive, off-scale & all other actions.	See Matrix IX
	II	2			
	III	2			
	IV	3			
	V	3			
Project Scientist	I	3	All normal merits, step VI, & first No Change. (Further delegated to Assoc. Dean)	Merits to step VI; promotions; accelerations; differing recommendations; retroactive, off-scale & all other actions.	See Matrix IX
	II	3			
	III	3			
	IV	3			
	V	*			
	VI	*			
	VII	*			
	VIII	*			
	IX	*			
Junior Specialist	I	1	All normal merits. (Further delegated to Assoc. Dean)	Promotions; differing recommendations; retroactive, off-scale & all other actions.	See Matrix V
	II	1			
Assistant Specialist	I	2	All normal merits. (Further delegated to Assoc. Dean)	Promotions; accelerations; differing recommendations; retroactive, off-scale & all other actions.	See Matrix V
	II	2			
	III	2			
Associate Specialist	I	2	All normal merits. (Further delegated to Assoc. Dean)	Promotions; accelerations; differing recommendations; retroactive, off-scale & all other actions.	See Matrix V
	II	2			
	III	2			
	IV	2*			
Specialist	I	3	All normal merits. (Further delegated to Assoc. Dean)	Promotions; accelerations; differing recommendations; retroactive, off-scale & all other actions.	See Matrix V
	II	3			
	III	3*			
	IV	3*			
	V	4*			

* Years at step may be of indefinite duration if appointed prior to 7/1/15; however, a review must occur at least every fifth year.

POSTDOCTORAL SCHOLARS ARE REAPPOINTED WITH A SALARY INCREASE ON THEIR ANNIVERSARY DATE. SEE AP SECTION ON POSTDOCTORAL SCHOLARS FOR POLICIES/FORMS.