### The Henry Samueli School of Engineering

# **Non-Senate Actions and Delegations**

## **REVIEWS/MERITS/PROMOTIONS**

		Years			
ACADEMIC TITLE		at	Dean-Delegated		Documents
SERIES / RANK	Step	Step	Reviews	VP/CAP Reviews	Required
Assistant	I	2	All merits within	All promotions, MCAs,	See Matrix I
Adjunct	Ш	2	rank, including	& reappointments	
	Ш	2	accelerated merits.		
	IV	2	(Assoc. Dean drafts		
	V	2	and signs letter)		
	VI	2			
Associate	I	2	All merits within	All promotions &	See Matrix I
Adjunct	П	2	rank, including	reappointments	
	Ш	2	accelerated merits.		
	IV	3	(Assoc. Dean drafts		
	V	3	and signs letter)		
Adjunct Professor	I	3	All merits within rank, including	All promotions, A/S, step VI, &	See Matrix I
	П	3	accelerated merits.	reappointments	
	Ш	3	(Assoc. Dean drafts		
	IV	3	and signs letter)		
	V	*			
	VI	*			
	VII	*			
	VIII	*			
	IX	*			
Assistant		2		Merits for steps IV-V, V-	See Matrix IV
Researcher	П	2	II-III, III-IV.	VI; promotions;	
	111	2	(Assoc. Dean drafts	accelerations; differ-ing	
	IV	2	and signs letter)	recommenda-tions;	
	V	2		retroactive & all other	
	VI	2		actions.	
Associate	<u> </u>	2	· ·	Merits for steps III-IV,	See Matrix IV
Researcher	П	2	II-III. (Assoc. Dean		
	Ш	2	drafts and signs	promotions; ac-	
	IV	3	letter)	celerations; dif-fering	
	V	3		recommen-dations; retroactive & all other actions.	
Researcher	ı	3	Merits for steps I-II,		See Matrix IV
	П	3	II-III, III-IV, IV-V.	VI-VII, VII-VIII, VIII-	
	Ш	3	(Assoc. Dean drafts	IX; promo-tions;	
	IV	3	and signs letter)	accelerations; differing	
	V	*		recommen-dations;	
	VI	*		retroactive & all other	
	VII	*		actions.	
	VIII	*			
	IX	*			

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

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# Non-Senate Actions and Delegations

### **REVIEWS/MERITS/PROMOTIONS**

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

<sup>\*</sup> 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.