

Visiting Specialists, Project Scientists and Researchers

Visiting Specialists, Project Scientists and Researchers are typically faculty members or professional researchers who are taking a leave of absence from their current place of employment to accept a visiting appointment at UCB. For annual appointments that are consecutive, **there is a strict two year minimum on these titles.** If the visitor only comes a few months during the year to perform research, this title can be used for more than two years.

Although there is a “visiting” prefix on these titles, they are paid appointments that are **NOT** VSPA affiliated. Salaries for these titles are negotiated between the employee and PI (salaries typically fall between the salaries on the specialist series to the research series scale).

The title at their home institution should correspond with the level they are appointed at here. For example, an Associate Professor at MIT should be appointed as a Visiting Associate Research Engineer at UCB.

There are four levels in the specialist series that can be used and three levels in the other series:

➤ Visiting Jr Specialist	➤ Visiting Assistant Project Scientist	➤ Visiting Assistant Researcher
➤ Visiting Assistant Specialist	➤ Visiting Associate Project Scientist	➤ Visiting Associate Researcher
➤ Visiting Associate Specialist	➤ Visiting Project Scientist	➤ Visiting Researcher
➤ Visiting Specialist		

REQUIRED DOCUMENTS:

- Visiting Title Appointment Request Form
- CV (with publications list if applicable)
- Funding Confirmation

Step	Owner	Process
1	Host Faculty	<ul style="list-style-type: none"> • Decides they would like to appoint a Visiting Specialist, Project Scientist or Researcher and notifies HR Operations.
2	HR Generalist	<ul style="list-style-type: none"> • Responds to email request • Connects with the visitor and obtains necessary documents for appointment approval • Reviews documents and determines proper classification within series based on experience, degree, title, etc. • Submits required documentation for Dean’s Approval
3	ERSO Dean’s Office	<ul style="list-style-type: none"> • Gives final review of case and obtains approval from Associate Dean for Research • Once approved, routes case back to HR Generalist
4	HR Generalist	<ul style="list-style-type: none"> • Works with the Berkeley International Office to obtain visa documents, if needed • Onboards incoming employee • Enters appointment in UCPath • Sends “Welcome” email to employee and supervisor