University of California, Los Angeles
SPECIALIST APPOINTMENT REQUEST FORM

Please complete the information requested below for all new Specialist Appointments, obtain your Chair and Dean’s signature and mail to Academic Personnel, 3109 Murphy Hall, 140701. Questions may be directed to Academic Personnel at (310) 825-3608.

1. APPOINTEE INFORMATION

INCUMBENT NAME

Is the Incumbent currently employed by UCLA

If currently employed, please complete the following:

- EMPLOYEE ID#
- DEPARTMENT
- PAYROLL TITLE
- STEP
- TITLE CODE
- ANNUAL SALARY
- % TIME
- HIRE DATE

IS THE INCUMBENT IN A REPRESENTED TITLE? *

2. IF CURRENTLY EMPLOYED, PLEASE ANSWER THE FOLLOWING:

- Will the appointee be working for the same Principal Investigator (PI)?
- Will the appointee be working for the same research project?
- Has a search been conducted? *

* If represented, please notify Dean’s Office prior to submission.

** If a search has been conducted, please attach a completed Non-Ladder Academic Recruitment and Appointment Compliance Form.

3. JOB DESCRIPTIONS AND ORGANIZATION CHARTS

Please attach a copy of the current and proposed job descriptions and organization charts and forward to your School’s Dean’s office, along with this form.

DEPARTMENT PREPARER

CHAIR/DIRECTOR’S SIGNATURE

4. DEAN’S OFFICE

Required Union Notice Complete and verified by Labor Relations

Union Notice not required, ok to proceed with appointment packet

DEAN’S SIGNATURE