



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 Yes No

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? * Yes No

2. IF CURRENTLY EMPLOYED, PLEASE ANSWER THE FOLLOWING:

Will the appointee be working for the same Principal Investigator (PI)? Yes No

Will the appointee be working for the same research project? Yes No

Has a search been conducted? ** Yes No

* 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 _____

PHONE/EXTENSION _____

CHAIR/DIRECTOR'S SIGNATURE _____

DATE _____

4. DEAN'S OFFICE

Required Union Notice Complete and verified by Labor Relations INITIALS: _____ DATE: _____

Union Notice not required, ok to proceed with appointment packet

DEAN'S SIGNATURE _____

DATE _____