

OFFICE OF RESEARCH AFFAIRS

December 19, 2007

GENERAL CAMPUS BUSINESS OFFICERS AND ACADEMIC PERSONNEL  
CONTACTS

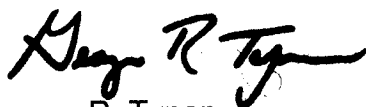
SUBJECT: Departmental Request for Increase of Effort – Delegation of Authority for  
Research Scientists, Project Scientists and Specialists

Effective immediately, department Chairs/Directors are delegated authority for increases of effort for academic titles in the Research Scientist, Project Scientist and Specialist series. The Office of Research Affairs will retain authority for requests for **voluntary** decreases in effort for the above mentioned titles. Please note that if an academic employee's effort is to be increased above 50%, it is the responsibility of the unit to ensure that an approved UCSD Waiver of Affirmative Action Compliance or open recruitment is on file with the Office of Academic Diversity and Equal Opportunity (Jon Welch, Director). If this is not the case, a request has to be submitted and approved before the increase can be entered into the Payroll/Personnel System (PPS).

For involuntary reductions in time and layoff please consult PPM 230-7 at:  
<http://adminrecords.ucsd.edu/PPM/docs/230-7.pdf>

Memos requiring my approval should be sent to Joy Gorback in the Office of Research Affairs (via email: [jgorback@ucsd.edu](mailto:jgorback@ucsd.edu) or mail to MC 0043).

Thank you for your attention to this matter.



George R. Tynan  
Associate Vice Chancellor of Research