



# ACADEMIC PERSONNEL

## UNIVERSITY OF CALIFORNIA, SANTA BARBARA

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December 15, 2014

To: Business Officers and Academic Personnel Analysts (Via SBADM-L)

From: Cindy Doherty, Director  
Academic Personnel

Re: Exception to Open Recruitment process change

Revisions to Red Binder VII- I, Policies on Open Recruitment, were issued on November 24, 2014. I am writing to provide further detail regarding the change in process for Exceptions to Open Recruitment (EOR) for non-senate titles. The process has been modified to more clearly distinguish between the EOR request and the appointment request. The EOR request must now be processed and finalized prior to the submission of the appointment paperwork. The new process more closely aligns with the campus process for Senate faculty and with system-wide best practices.

To request an exception to open recruitment, the department prepares a memo that:

1. States which category of exception to open recruitment is being requested.
2. Describes the reason for the request. If the request is based on a unique position, the memo explains why this person and no other can fill the position.
3. Indicates the intended duration of the exception

The temporary appointment form or appointment packet is not submitted at this time. The request memo is submitted to the Director of Equal Opportunity, who will provide information regarding the impact of the proposed hire on affirmative action goals and the Campus Affirmative Action Plan. The request and the Equal Opportunity report will then be forwarded directly to the Dean or Associate Vice Chancellor with approval authority for the requested action. A copy of the Equal Opportunity report will be provided to the department along with the approval or denial memo. If the request is approved by the Dean or Associate Vice Chancellor, the department may then submit an appointment case. If the request is denied, an open search will be required.