

May 6, 2020

To: Department Chairs, Directors, Academic Department Business Officers and Academic Personnel Analysts (via SBCHR-L, SBDIR-L, and SBADM-L)

From: Cindy Doherty, Academic Personnel Director

Re: Academic Employee Hiring Exception Process

As recently announced, certain academic new hires will require prior approval before the formal appointment process takes place. I write to provide further guidance regarding this review process for the hiring of academic employees. Existing search and appointment case processes will continue to be followed.

In addition, prior approval will be required for the **initial hiring of non-student, non-instructional academic employees (Researcher, Project Scientist, Specialist, Postdoc, Academic Coordinators, etc.) paid on state funds.**

The following new hires do not require prior approval:

- Senate Faculty
- Other non-student instructional employees (Unit 18 lecturers, Adjunct or Visiting Professors)
- Non-instructional academic employees (Researcher, Project Scientist, Specialist, Postdoc, Academic Coordinators, etc.) paid on extramural funding
- Student employees (Readers, Tutors, Associates, TAs, GSRs)
- Reappointment or extension of appointment in the same position

The *Academic Employee Hiring Exception Form* is now available on the Academic Personnel web site at <https://ap.ucsb.edu/forms/>. Please note that the approval routing should be specific to the needs of the particular hire, depending on the type of appointment and office providing the funding if different than the appointing department. The request form, including the departmental, college, and other endorsements as deemed necessary, should be submitted to June Betancourt in Academic Personnel ([june.betancourt@ucsb.edu](mailto:june.betancourt@ucsb.edu)) for further administrative routing and review by EVC Marshall.

- For planned new hires from a search already posted to UC Recruit, submit a form immediately. A copy of the finalized *Academic Employee Hiring Exception Form*, including EVC approval, must be submitted with the appointment case once the recruitment process is complete
- For new searches, the *Academic Employee Hiring Exception Form* must be fully processed and approved, including EVC approval, prior to the submission of the

search plan. It may be uploaded directly to UC Recruit under *Documentation > Search Plan Documents*.

- For Postdoctoral Scholars hired without a search, submit the fully processed and approved *Academic Employee Hiring Exception Form* with the appointment case.

Questions may be directed to:

Joanna Kettmann [joanna.kettmann@ucsb.edu](mailto:joanna.kettmann@ucsb.edu) Academic Research appointments

Billy Ko [billy.ko@ucsb.edu](mailto:billy.ko@ucsb.edu) Postdoctoral Scholars

Helly Kwee [helly.kwee@ucsb.edu](mailto:helly.kwee@ucsb.edu) Academic Coordinators, Librarians

Lia Cabello [lia.cabello@ucsb.edu](mailto:lia.cabello@ucsb.edu) Academic Coordinators

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