

**I-14**  
**SENATE FACULTY APPOINTMENTS**  
(Revised 4/26)

Senate faculty appointments may be made in academic departments or in programs. At UCSB, the term "program" is used not only in reference to those sequences of courses leading to degrees but also to those academic/administrative units that have not yet attained departmental status but "from which academic appointments and promotions are recommended to administrative officers" (Bylaw 55 of the Academic Senate). As such, the provisions of Bylaw 55 shall apply: <http://senate.universityofcalifornia.edu/bylaws-regulations/bylaws/blpart1.html>

A faculty member's rights are vested in any department or program in which they hold a salaried appointment carrying Senate membership. Non-salaried affiliations in departments or programs do not carry with them voting privileges or other rights not explicitly made part of such appointment agreements. A brief description of types of appointments and rights follows.

A faculty member accepting transfer from one department or program to another relinquishes thereby their rights in the original department or program.

**I. Types of Appointments**

1. Salaried appointments in a single department or program.
  - a. The appointment is in one department or program.
  - b. The faculty member's voting rights are vested in the department or program.
2. Joint salaried appointments in departments or programs.
  - a. Each appointment carries with it a percent of full time and salary in each department or program.
  - b. The faculty member maintains voting rights in each department or program.
  - c. When a faculty member is being considered for a merit or promotion, each department or program must provide a recommendation.

A request for joint appointment, either at the time of initial appointment or related to a temporary or permanent transfer of FTE at a later date, should be discussed and voted upon by the faculty in both departments/programs. The request from both Chairs/Directors, should be sent via the Dean, to the Vice Provost for Academic Affairs indicating the vote of the faculty, effective begin date, end date (if any), and percentage of time in each department. Each department is responsible for assuring that a partial FTE has been approved for use.

3. Without salary appointments.

Faculty who take on full time administrative positions or who are released to specific programs (e.g., KITP, Station Q) retain a without salary faculty appointment in their home department. Full voting rights are maintained in the department.

4. Affiliated status.

A Senate faculty member who participates in instructional activities in a department or program in which they do not hold a salaried appointment may receive affiliated status in the host department or program.

- a. The faculty member has no voting rights in the host department or program.

- b. The host department or program is not required to vote on the affiliated faculty member's personnel case, but may be asked to provide a statement of departmental activities carried out under the affiliated status.
- c. An affiliated appointment with an indefinite end date may be terminated on the recommendation of a majority of the voting members of the department or program.

A request for affiliated appointment should be approved by the voting members of the host department/program with the endorsement of the home department. The request from both Chairs should indicate an effective begin date and end date (if any) and should be submitted to the Vice Provost for Academic Affairs, via the Dean.

Senate faculty from another UC campus may be given an affiliated appointment at UCSB. A request from the host department indicating the begin and end date of the appointment as well as the reason for the affiliation should be submitted to the Vice Provost for Academic Affairs, via the Dean.

Affiliated appointments are not entered into the payroll system.

## 5. Other "Professor" titles

For appointments of Adjunct or Visiting Professors refer to Red Binder V-17 and II-28. For Emeriti appointments refer to Red Binder I-70.

## II. Appointment Criteria

All new appointments should be consistent with guidelines in Red Binder Section VII.

Non-tenured appointments are made in the expectation that the appointee will meet standards for a tenure appointment by the time that a promotion decision is due. Recommendations for non-tenure level faculty appointments must provide: a) clear evidence of potential excellence in both teaching and research; and b) clear evidence that the proposed appointment relates in a significant manner to established or projected programmatic needs of a department or unit.

Recommendations for tenure-level faculty appointments must provide: a) clear evidence of nationally recognized excellence in published research (or other creative work) as well as evidence of excellence in teaching; b) clear evidence that the proposed appointment is essential to an academic program of high quality and stature; and c) clear evidence of continuing scholarly productivity. For the level of excellence required for specific ranks and steps, consult APM 210-1 d. These criteria are also summarized in Red Binder I-40 through I-43. The difficulties of recruiting at this level of excellence require a considerable investment of time and energy in the recruitment process.

Departments should be prepared to engage in multiple-year searches in order to make the best possible appointments. The open provision for the recruitment will normally be available to the department for the duration of the search process, as long as funding continues to be available.

A recommendation for appointment must fully conform to the highest level of academic excellence and programmatic need. If, after rigorous review, significant and credible doubts exist about a candidate's academic qualifications, the appointment will not be approved.

Furthermore, it is strongly recommended that the Chair discuss the proposed rank, step, salary level, and start-up expenses of a new appointment with the Dean prior to submitting a recommendation for the appointment. A justification for the proposed salary should be provided in the appointment recommendation based on factors such as the qualifications of the individual as they relate to the position and their record of academic accomplishment. Market forces can be relevant in new hires in competitive recruitments, but the salary of a recent departmental

hire should not be used to determine the salary of a subsequent hire.

### III. Letter to Prospective Senate Faculty Appointees

After discussion with the Dean as described in the preceding paragraph, the department or Dean may communicate to the candidate its intention to recommend an appointment.

The recommended wording for department or Dean letters to prospective ladder appointees is as follows:

I am pleased to confirm that the Department of \_\_\_\_\_ is proposing your appointment as \_\_\_\_\_, Step \_\_\_\_\_ with an annual (9-month) salary of \$\_\_\_\_\_ (100%-time). Following the policies and procedures at UC Santa Barbara, your appointment file will undergo review by the appropriate campus agencies, and the finalization of this offer is contingent upon their approval. Official offers of employment are extended by the Executive Vice Chancellor and Provost or Chancellor. On behalf of my colleagues, and with the enthusiastic support of the department, I would like to express our excitement at the prospect of your joining our faculty.

In advance of our formal offer, I am writing to supply additional information on your proposed appointment and confirm the following commitments that we would expect to make to support you in your transition to Santa Barbara and to assist you as you begin your career here. This memo serves as confirmation of the startup package commitments noted below.

### IV. Intercampus Deadlines

Departments should be mindful of the Intercampus deadline of April 1. Please refer to APM 510.

### V. Offer Deadlines

The department will be contacted by the College or Academic Personnel concerning the response deadline the department wishes to give to the candidate. It is the department's responsibility to notify the College and the Office of Academic Personnel when an offer has been either accepted or declined.

### VI. Other Deadlines

Departments should also take into consideration other guidelines established by organizations specific to their field (i.e., Council of Colleges of Arts and Sciences).

When making an offer to a non-resident alien (i.e. not currently a US Citizen or a Permanent Resident), the department is strongly encouraged to consult with the Office of International Students and Scholars at the time the offer is being considered to ensure that labor certificate processing deadlines are met.

### VII. Approval Authority

<b><u>Rank/Step</u></b>	<b><u>Authority</u></b>
Assistant Professor/Assistant Teaching Professor II and III Including Acting titles	Dean
Assistant Professor/Assistant Teaching Professor IV	Vice Provost for Academic Affairs
Associate Professor/Associate Teaching Professor I, II, and III	Chancellor
Professor/Teaching Professor	Chancellor
Affiliated Appointments (0% or without salary)	Vice Provost for Academic Affairs