

SENATE FACULTY APPOINTMENTS

FEBRUARY 22, 2022

AGENDA

- General Review
- The Recruitment Process
- The Appointment Review Process
- Appointment Cases
- Other Considerations

ACADEMIC PERSONNEL CONTACTS

- **Lia Cabello**, Sr. Analyst

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Social Sciences, Education, Creative Studies, Humanities &
Fine Arts, Academic Programs

- **Mira Lázaro**, Sr. Analyst

x 5728 msslaza@ucsb.edu

Math, Life & Physical Sciences, Bren, Engineering, ORUs

ADDITIONAL CONTACTS

- Dean's Offices – first point of contact for questions
- Office of International Students and Scholars (OISS) – for visa related issues for new hires
- Equal Opportunity & Discrimination Prevention Office

RANKS, STEPS, NORMAL PERIODS OF SERVICE

ASSISTANT PROFESSOR
 LECURER PSOE
 (8 year limit, non-tenured)

ASSOCIATE PROFESSOR
 LECTURER SOE
 (6 years normal, tenured)

PROFESSOR
 SR. LECTURER SOE
 (indefinite, tenured)

<u>Step</u>	<u>Normal period of service</u>
I	2 (not used at UCSB)
II	2
III	2
IV	2
V	2 (over-lapping step)
VI	2 (not used at UCSB)

<u>Step</u>	<u>Normal period of service</u>
I	2
II	2
III	2
IV	3 (over-lapping step)
V	3 (not used at UCSB)

<u>Step</u>	<u>Normal period of service</u>
I	3
II	3
III	3
IV	3
V	3
VI	3
VII	3
VIII	3
IX	4

RB I-75

TABLE 1
FACULTY--LADDER RANKS--PROFESSOR SERIES
ACADEMIC YEAR
SALARY SCALE

<u>Rank</u>	<u>Step</u>	<u>Years at Step</u>	<u>10/1/2019 Annual</u>	<u>10/1/2019 Monthly</u>	<u>10/1/2021 Annual</u>	<u>10/1/2021 Monthly</u>
Assistant Professor	II	2	\$70,100	\$5,841.67	\$72,200	\$6,016.67
(1300,	III	2	\$73,900	\$6,158.33	\$76,100	\$6,341.67
1308-Visiting	IV	2	\$78,100	\$6,508.33	\$80,500	\$6,708.33
3278- Adjunct	V	2	\$82,300	\$6,858.33	\$84,800	\$7,066.67
1307-Acting)						
Associate Professor	I	2	\$82,400	\$6,866.67	\$84,900	\$7,075.00
(1200,	II	2	\$86,700	\$7,225.00	\$89,300	\$7,441.67
1208-Visiting	III	2	\$91,100	\$7,591.67	\$93,800	\$7,816.67
3268-Adjunct	IV	3	\$96,500	\$8,041.67	\$99,400	\$8,283.33
1207-Acting)						
Professor	I	3	\$96,600	\$8,050.00	\$99,500	\$8,291.67
(1100,	II	3	\$104,100	\$8,675.00	\$107,200	\$8,933.33
1108-Visiting	III	3	\$112,100	\$9,341.67	\$115,500	\$9,625.00
3258-Adjunct	IV	3	\$120,400	\$10,033.33	\$124,000	\$10,333.33
1107-Acting)	V	3	\$129,300	\$10,775.00	\$133,200	\$11,100.00
	VI	3	\$139,200	\$11,600.00	\$143,400	\$11,950.00
	VII	3	\$150,100	\$12,508.33	\$154,600	\$12,883.33
	VIII	3	\$162,200	\$13,516.67	\$167,100	\$13,925.00
	IX	4	\$175,800	\$14,650.00	\$181,100	\$15,091.67

THE RECRUITMENT PROCESS

BEFORE YOU CAN SUBMIT AN APPOINTMENT CASE...

OVERVIEW



FTE

- Sources:
 - Annual Call
 - Search Waivers
 - Changes in FTE already granted (e.g. out of cycle searches, upgrades)
- Result: Position Authorized

OPEN RECRUITMENT

- Background:
 - As federal contractor, must comply with federal laws prohibiting discrimination and requiring an Affirmative Action Program.
 - APM-035 Affirmative Action and Non-discrimination in Employment.
- Open Recruitment Policy:
 - Required for all academic positions
- RB VII-1

OPEN RECRUITMENT (SEARCH) PROCESS

- Form departmental search committee
 - Typically academic employees with decision-making/input roles in selection process
- Create and submit Search Plan in UC Recruit (RB VII-4).
 - Ensure ads and documentation are sufficient for possible non-resident hires
- Be sure to configure search plan for Billboard
- After Search Plan approval, publish recruitment and place ads

OPEN RECRUITMENT PROCESS– CONT'D

- Beware of conflicts of interest with letter writers
 - Only one “vote”/endorsement allowed
- Screen applicants and select finalists for on-campus interviews
- Generate the Short List Report and submit for approval
- After Short List approval, invite finalists for interviews
- Vote on proposed candidate
 - Issue soft offer? (as applicable)
- Generate the Search Report and submit for approval

EXEMPTIONS AND SEARCH WAIVERS

- Exemptions to Open Recruitment (RB VII-1-II)
 - Not applicable for ladder faculty
- Search Waiver (RB VII-1-III)
 - Partner Hire (recruitment or retention only)
 - Exceptional Opportunity
 - Presidential Postdoctoral Fellowship Recipient
 - Submitted via UC Recruit

RESOURCES FOR FACULTY RECRUITMENTS

- Red Binder VII-4 (Procedures for Recruitment of Senate Faculty and Other Permanent Academic Appointments)
- Equal Opportunity & Discrimination Prevention Office
patty.makela@ucsb.edu x 3294
- Personnel Analyst in Academic Personnel Office or Dean's office

NOW WE ARE READY FOR AN APPOINTMENT CASE!



APPOINTMENT CASE REVIEW PROCESS

OVERVIEW OF THE FLOW AND APPROVAL AUTHORITIES

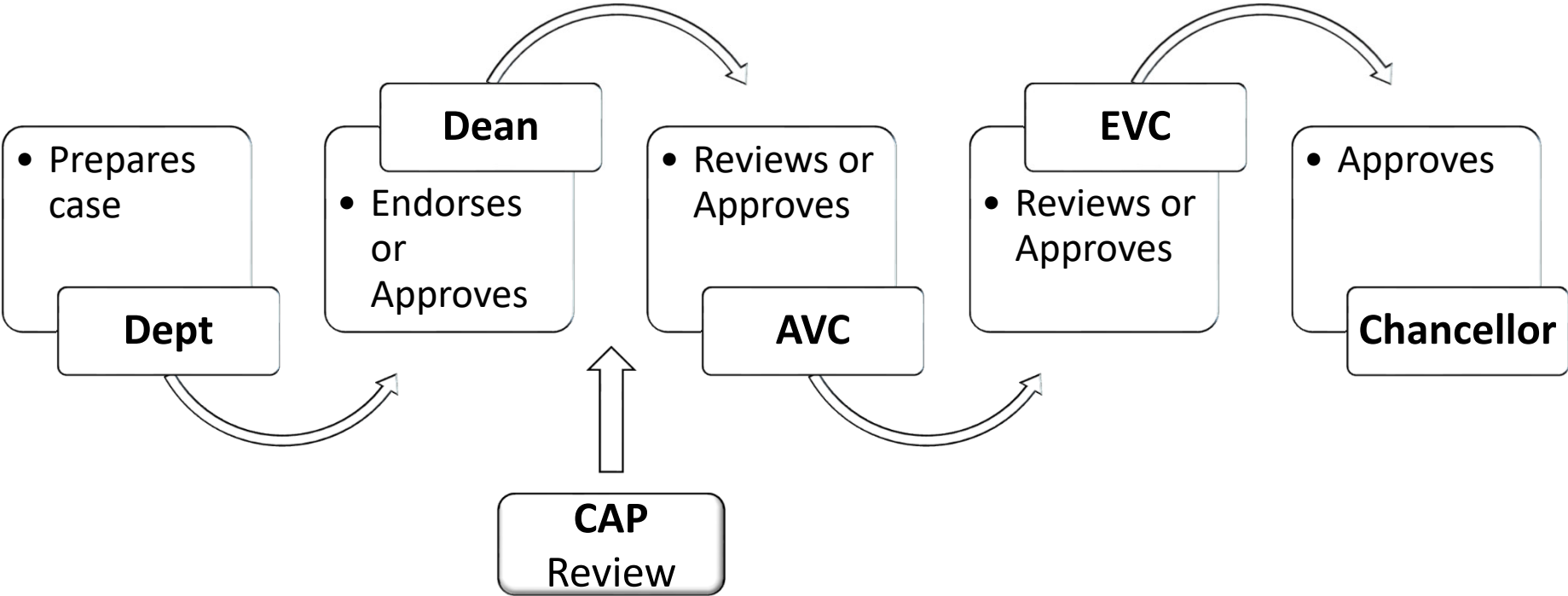
REVIEWING AGENCIES

- Dean(s)
- CAP (Committee on Academic Personnel)
- Associate Vice Chancellor
- Executive Vice Chancellor
- Chancellor

APPOINTMENT APPROVAL AUTHORITY

Title Requested	Authority
Assistant Professor and LPSOE II, III (incl Acting titles)	Dean
Assistant Professor and LPSOE IV and V	Associate Vice Chancellor
Associate Professor, Full Professor	Chancellor
Lecturer SOE, Sr. Lecturer SOE	Chancellor

APPOINTMENT CASE REVIEW PROCESS



APPOINTMENT REVIEW TIMELINE

- All cases must route all the way through to the Chancellor
 - Some also require CAP input
 - Other activities along the way:
 - Tentatives
 - Additional information requests
- All official offer letters are sent from the AP office, addressed from either the EVC or Chancellor
 - Department and Dean are copied, too

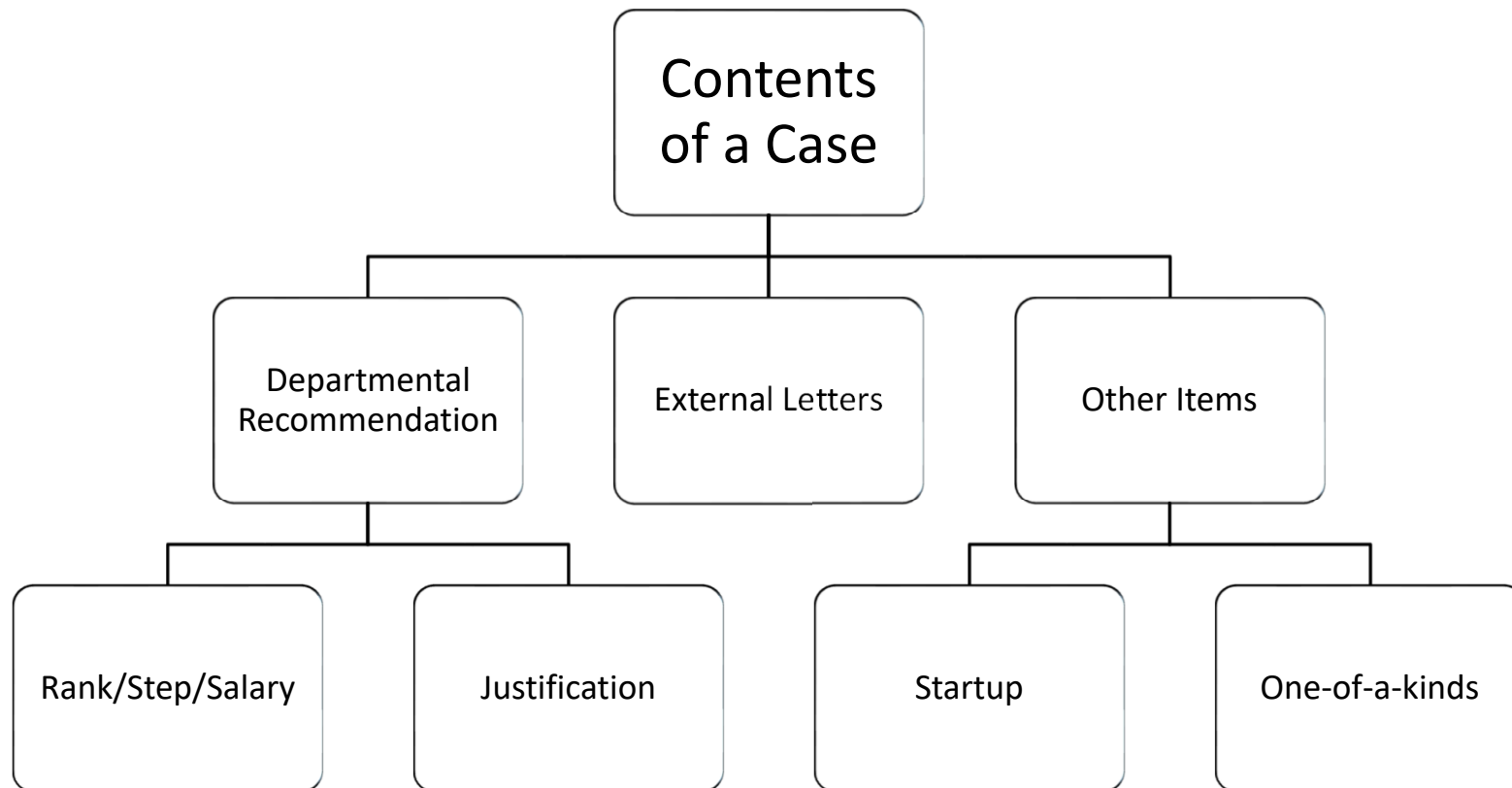
DEADLINES

- General: Offer accepted before service period start date
- UC: Offer must be made by April 1
- AAU: Offer must be made by April 30
- Competing offers
- RB I-14

THE APPOINTMENT CASE

WHAT GOES INTO IT?

THE APPOINTMENT CASE



CONTENTS OF AN APPOINTMENT CASE

- Department Letter
- External Letters
- CV
- UCSB Biography Form
- Other relevant supporting documents (as applicable)
- Start-up Request
- *See checklist in RB I-15*

DEPARTMENTAL RECOMMENDATION

- Voting rights and discussion of actual vote
 - Explain “no” votes
- Evaluation of all applicable review areas
 - Discuss the candidate only
- Joint appointments
 - Shared materials; independent departmental assessments
- Minority opinion letters
- Chair’s confidential letters

RANK, STEP & SALARY RECOMMENDATION

- Rank and step: based on record
- Salary: based on record plus market (e.g. competing offers)
- Justify high salaries!
- Intercampus recruitment limits

EXTERNAL LETTERS

- Sample solicitation letters
- Placement files
- Confidentiality statement
- Materials sent to reviewers
- List of evaluators
- *No identification or identifying information in dept letter!*
- RB I-46, I-49, I-50, I-51

ADDITIONAL ITEMS / ONE-OF-A-KINDS

- CV
- UCSB Biography form
- Other supporting documentation
 - Publications
 - Self statements
 - Teaching evals
 - Other items

OTHER ITEMS TO SEND WITH THE CASE

- Faculty Enrichment request
- Relevant correspondence (as applicable)
- Start-up requests

START-UP ITEMS

- Recruitment (Housing) Allowance -- Table 40
- Removal
- Equipment
- Space renovation, office furniture, lab equipment, etc.
- Summer salary
- Other (research funds, grad student support, etc.)
- MOP loan eligibility
- Housing (for-purchase wait list and rental housing eligibility)
- RB I-18

ONCE A DECISION IS MADE

- Offer letter is sent to the candidate by AP
- Dean or Chair communicates start-up and other items
- Candidate accepts?
 - Send AP and Dean copy of signed offer letter
 - Department does hire paperwork and puts into UCPath
 - Candidate becomes an employee and undergoes future advancements
- Candidate declines?
 - Notify AP and Dean
 - Department either goes to a second candidate, reopens search, or puts search on hold

CONCURRENT EMPLOYMENT?

- If @ another UC: must resign prior to UCSB *pay* start date
 - Cannot have overlapping employment in UCPath
- If @ a non-UC: must resign prior to UCSB *service* start date
 - Also submit Category I approval in OATS
- Contact AP if you anticipate any potential employment overlap issues, esp with another UC!

OTHER CONSIDERATIONS

- Legal names vs lived names
 - If different, note legal name somewhere to ensure correct UCPath processing
- Removal: what's allowed?
 - RB I-20 for policy
 - BFB G-13 for procedure

QUESTIONS?