

SENATE FACULTY APPOINTMENTS

FEBRUARY 27, 2024

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

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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
LECTURER 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)	I	2
VI	2 (not used at UCSB)	II	2

III 2

IV	3 (over-lapping step)	I	3
V	3 (not used at UCSB)	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

Rank	Step	Years at Step	10/1/2022 Annual	10/1/2022 Monthly	10/1/2023 Annual	10/1/2023 Monthly
Assistant Professor	II	2	\$75,100	\$5,908.33	\$78,700	\$6,216.67
(1300,	III	2	\$79,400	\$6,258.33	\$83,100	\$6,558.33
1308-Visiting	IV	2	\$83,800	\$6,616.67	\$87,700	\$6,925.00
3278- Adjunct	V	2	\$88,200	\$6,983.33	\$92,400	\$7,308.33
1307-Acting)						
Associate Professor	I	2	\$88,300	\$7,358.33	\$92,500	\$7,708.33
(1200,	II	2	\$92,900	\$7,741.67	\$97,300	\$8,108.33
1208-Visiting	III	2	\$97,700	\$8,141.67	\$102,400	\$8,533.33
3268-Adjunct	IV	3	\$103,400	\$8,616.67	\$108,200	\$9,016.67
1207-Acting)						
Professor	I	3	\$103,500	\$8,625.00	\$108,300	\$9,025.00
(1100,	II	3	\$111,500	\$9,291.67	\$116,700	\$9,725.00
1108-Visiting	III	3	\$120,200	\$10,016.67	\$125,800	\$10,483.33
3258-Adjunct	IV	3	\$129,200	\$10,766.67	\$135,300	\$11,275.00
1107-Acting)	V	3	\$138,900	\$11,575.00	\$145,400	\$12,116.67
	VI	3	\$149,300	\$12,441.67	\$156,200	\$13,016.67
	VII	3	\$160,800	\$13,400.00	\$168,200	\$14,016.67
	VIII	3	\$173,800	\$14,483.33	\$181,800	\$15,150.00
	IX	4	\$188,400	\$15,700.00	\$197,100	\$16,425.00

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
- AP 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

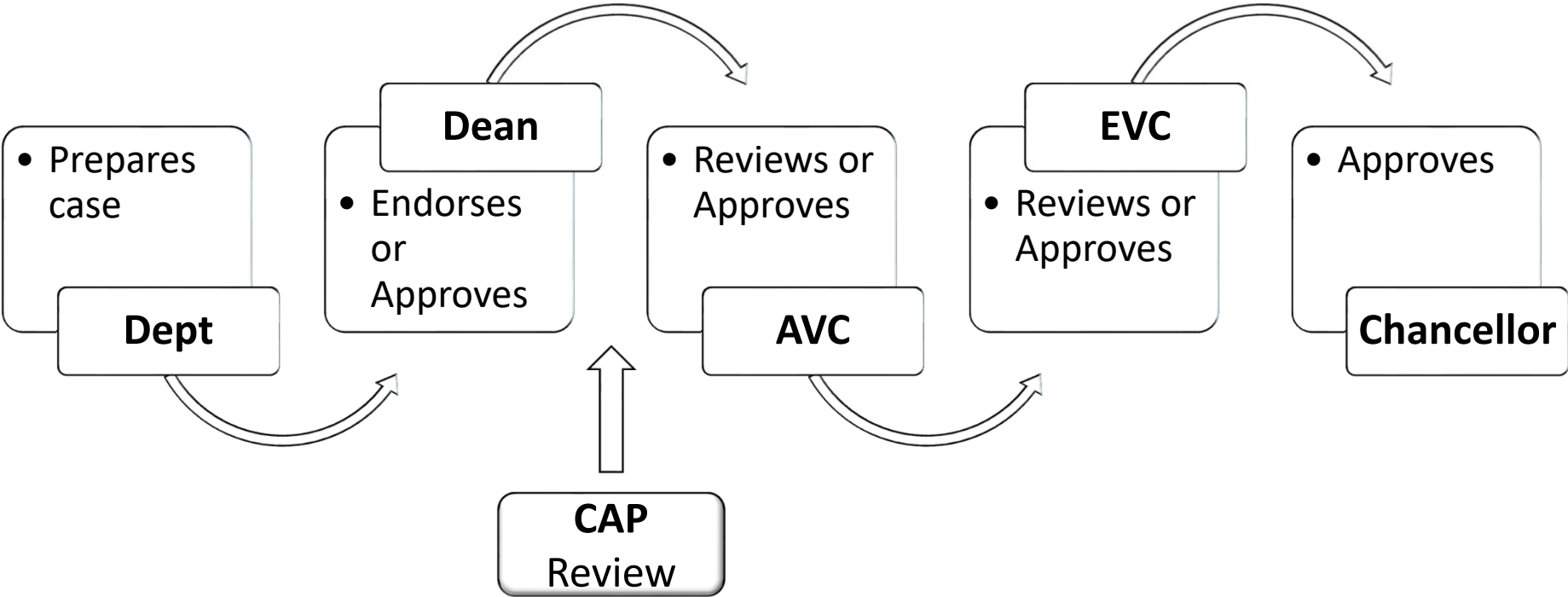
REVIEWING AGENCIES

- 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

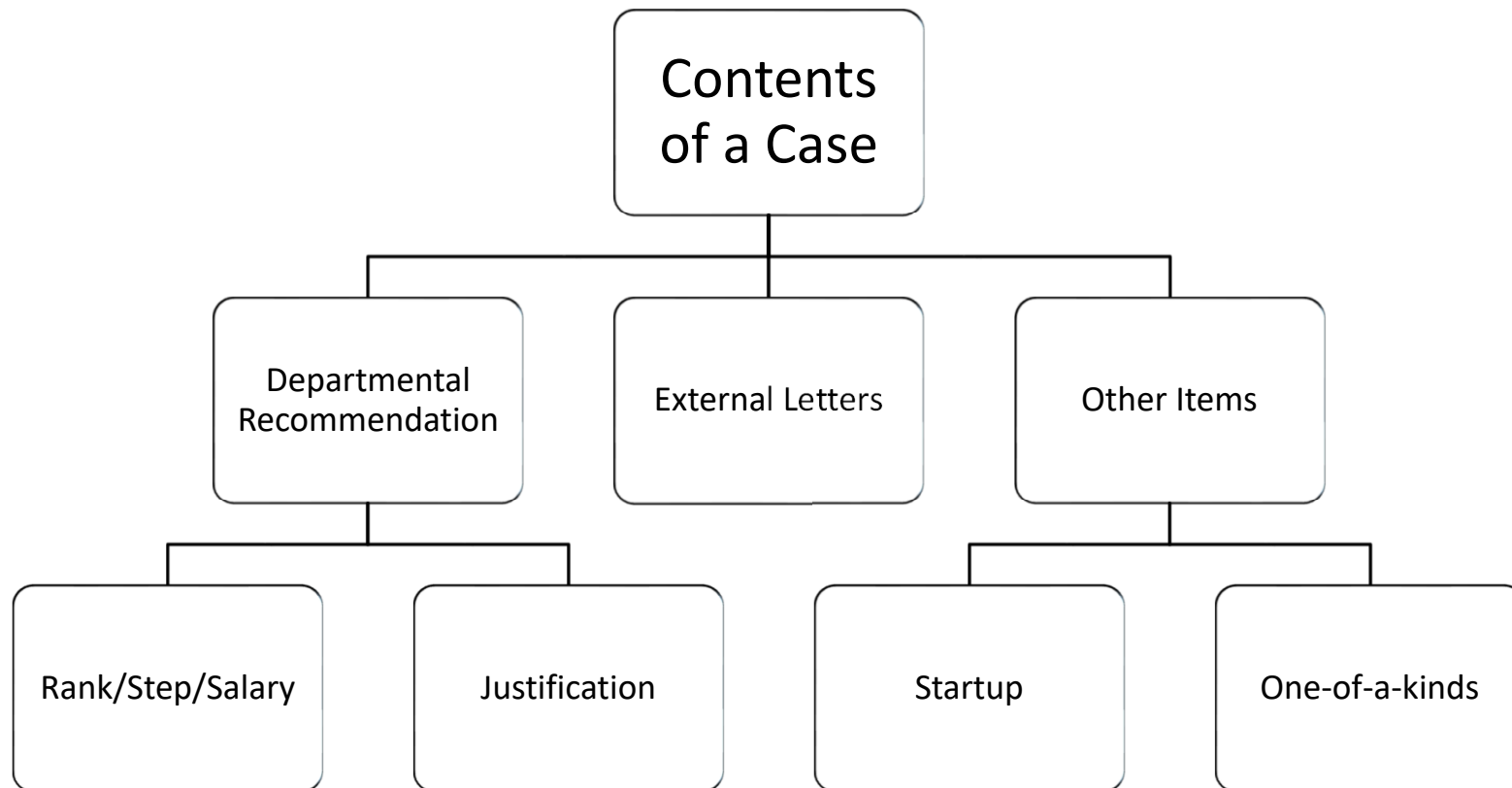
DEADLINES

- Case submission from Dean → AP:
 - May 15 for Fall quarter (July 1) start date
- Intercampus transfer from another UC:
 - Even earlier deadline: Offer must be made by April 1
- 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 (APM 510)

EXTERNAL LETTERS

- Sample solicitation letters
- Confidentiality statement
- Placement files
- Materials sent to reviewers
- Coded 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

- Relevant correspondence (as applicable)
- Start-up requests
- Dean's Soft Offer

START-UP ITEMS

- Recruitment (Housing) Allowance -- Table 40
- Removal
 - RB I-20 for *policy* (what's allowed), BFB G-13 for reimbursement *procedure*
- Equipment, space renovation, furniture, 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 if continuing employment at previous institution after pay period starts
- 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?