SENATE FACULTY APPOINTMENTS AND ADVANCEMENTS

SEPTEMBER 25, 2019
AGENDA - DAY 1 (APPOINTMENTS)

• General Review
• The Recruitment Process
• The Appointment Review Process
• Appointment Cases
ACADEMIC PERSONNEL CONTACTS

• Lia Cabello, Sr. Analyst
  x 5979 lia.cabello@ucsb.edu
  Social Sciences, Education, Creative Studies, Humanities & Fine Arts, Academic Programs

• Helly Kwee, Sr. Analyst
  x 5428 helly.kwee@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
GENERAL INFORMATION

SALARY SCALES
RANKS AND STEPS
L(P)SOE SERIES
SALARY SCALES

• Years at rank and step
• Overlapping (special) steps
• Off-scale, Above Scale
<table>
<thead>
<tr>
<th>RANKS, STEPS, NORMAL PERIODS OF SERVICE</th>
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<tbody>
<tr>
<td>ASSISTANT PROFESSOR</td>
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<td>(8 year limit, non-tenured)</td>
</tr>
<tr>
<td>I</td>
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</table>

| ASSOCIATE PROFESSOR                     |
| (6 years normal, tenured)              |
| Step                                   | Normal period of service |
| I                                      | 2                        |
| II                                     | 2                        |
| III                                    | 2                        |
| IV                                     | 3 (over-lapping step)    |

| PROFESSOR                               |
| (indefinite, tenured)                  |
| Step                                   | Normal period of service |
| I                                      | 3                        |
| II                                     | 3                        |
| III                                    | 3                        |
| IV                                     | 3                        |
| V                                      | 3                        |
| VI                                     | 3                        |
| VII                                    | 3                        |
| VIII                                   | 3                        |
| IX                                     | 4                        |

RB I-75
<table>
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<tr>
<th>Rank</th>
<th>Step</th>
<th>Years at Step</th>
<th>7/1/18 Annual</th>
<th>7/1/18 Monthly</th>
<th>10/1/19 Annual</th>
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<td>175,800</td>
<td>14,650.00</td>
<td>181,700</td>
<td>15,141.67</td>
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</table>
LECTURER (P)SOE SERIES

- Similar to Professorial series
- Security of Employment (instead of “tenure”)
- New evaluation criteria in effect per 10/1/18 APM changes
- Salary scales
- PSOE covered by union if less than 100%
<table>
<thead>
<tr>
<th>Rank</th>
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<th>Years at</th>
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<th>Monthly</th>
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<th>Monthly</th>
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<td>175,800</td>
<td>14,650.00</td>
<td>181,700</td>
<td>15,141.67</td>
</tr>
</tbody>
</table>

TABLE 1-L
FACULTY--LECTURER WITH SECURITY OF EMPLOYMENT SERIES
ACADEMIC YEAR

Salary Scale 1/1/2019
Salary Scale 10/1/19
UCSB Minimum 10/1/19

Annual | Monthly | Annual | Monthly | Annual | Monthly |
---------|---------|--------|---------|--------|---------|
72,300   | 6,025.00| 70,100 | 5,841.67| 72,300 | 6,025.00|
76,200   | 6,350.00| 73,900 | 6,158.33| 76,200 | 6,350.00|
80,600   | 6,716.67| 78,100 | 6,508.33| 80,600 | 6,716.67|
84,800   | 7,066.67| 82,300 | 6,858.33| 84,800 | 7,066.67|
84,900   | 7,075.00| 82,400 | 6,866.67| 84,900 | 7,075.00|
89,000   | 7,416.67| 86,700 | 7,225.00| 89,000 | 7,416.67|
93,900   | 7,825.00| 91,100 | 7,591.67| 93,900 | 7,825.00|
99,400   | 8,283.33| 96,500 | 8,041.67| 99,400 | 8,283.33|
99,800   | 8,316.67| 96,600 | 8,050.00| 99,800 | 8,316.67|
107,400  | 8,950.00| 104,100| 8,675.00| 107,400| 8,950.00|
115,500  | 9,625.00| 112,100| 9,341.67| 115,500| 9,625.00|
123,800  | 10,316.67| 120,400| 10,033.33| 123,800| 10,316.67|
132,700  | 11,058.33| 129,300| 10,775.00| 132,700| 11,058.33|
143,200  | 11,933.33| 139,200| 11,600.00| 143,200| 11,933.33|
155,100  | 12,925.00| 150,100| 12,508.33| 155,100| 12,925.00|
167,600  | 13,966.67| 162,200| 13,516.67| 167,600| 13,966.67|
181,700  | 15,141.67| 175,800| 14,650.00| 181,700| 15,141.67|
THE RECRUITMENT PROCESS

BEFORE YOU CAN SUBMIT AN APPOINTMENT CASE…
OVERVIEW

FTE → Position Allocated → Recruitment → Appointment
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
  • Includes one faculty member designated as the departmental equity/diversity advisor
• Compose ad and submit Search Plan in UC Recruit (RB VII-4).
  • Ensure ads and documentation are sufficient for possible non-resident hires
• After Search Plan approval, publish recruitment and place ads
OPEN RECRUITMENT PROCESS - CONT’D

• 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 on-campus interviews
• Vote on proposed candidate
• 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!

- FTE
- Position Allocated
- Recruitment
- Appointment
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

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<thead>
<tr>
<th>Title Requested</th>
<th>Authority</th>
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<tr>
<td>Assistant Professor and LPSOE II, III (incl Acting titles)</td>
<td>Dean</td>
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<tr>
<td>Assistant Professor and LPSOE IV and V</td>
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<td>Associate Professor, Full Professor</td>
<td>Chancellor</td>
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<tr>
<td>Lecturer SOE, Sr. Lecturer SOE</td>
<td>Chancellor</td>
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</table>
APPOINTMENT CASE REVIEW PROCESS

- Prepares case
  - Dept

- Endorses or Approves
  - Dean

- Reviews or Approves
  - AVC

- Reviews or Approves
  - EVC

- Approves
  - Chancellor

CAP Review
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, 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 a Case

- Departmental Recommendation
- External Letters
- Other Items

- Rank/Step/Salary
- Justification
- Startup
- One-of-a-kinds
CONTENTS OF AN APPOINTMENT CASE

• Department Letter
• External Letters
• CV
• UCSB Biography Form
• Other relevant supporting documents
• 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
• 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 off-scales
• 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
- Start-up requests
START-UP ITEMS

• Recruitment (Housing) Allowance -- Table 40
• Removal
• Equipment
• Space renovation
• Summer salary
• Other (research funds, grad student support, etc.)
• MOP loans
• Housing (for-purchase wait list and rental housing eligibility)
• RB I-18
ONCE A DECISION IS MADE

• Offer letter is sent to the candidate
• 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
QUESTIONS?