AGENDA

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

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

• Mira Lázaro, Sr. Analyst
  x 5728  mslaza@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

<table>
<thead>
<tr>
<th>ASSISTANT PROFESSOR</th>
<th>ASSOCIATE PROFESSOR</th>
<th>PROFESSOR</th>
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<tr>
<td>LECTURE PSOE</td>
<td>LECTURE SOE</td>
<td>SR. LECTURE SOE</td>
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<tr>
<td>(8 year limit, non-tenured)</td>
<td>(6 years normal, tenured)</td>
<td>(indefinite, tenured)</td>
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<table>
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<tr>
<th>Step</th>
<th>Normal period of service</th>
<th>Step</th>
<th>Normal period of service</th>
<th>Step</th>
<th>Normal period of service</th>
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<td>I</td>
<td>2</td>
<td>I</td>
<td>2</td>
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<tr>
<td>II</td>
<td>2</td>
<td>III</td>
<td>2</td>
<td>IV</td>
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<td></td>
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<td>V</td>
<td>2 (over-lapping step)</td>
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<td>VI</td>
<td>2 (not used at UCSB)</td>
<td>II</td>
<td>2</td>
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<tr>
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<td></td>
<td></td>
<td>III</td>
<td>2</td>
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<td>IV</td>
<td>3 (over-lapping step)</td>
<td>I</td>
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<td>II</td>
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**RB I-75**
# Table 1
## Faculty-Ladder Ranks—Professor Series
### Academic Year
#### Salary Scale

<table>
<thead>
<tr>
<th>Rank</th>
<th>Step</th>
<th>Years at Step</th>
<th>10/1/2022 Annual</th>
<th>10/1/2022 Monthly</th>
<th>10/1/2023 Annual</th>
<th>10/1/2023 Monthly</th>
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<tr>
<td>(1300)</td>
<td>II</td>
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<td>$75,100</td>
<td>$5,908.33</td>
<td>$78,700</td>
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<td>(1308-Visiting)</td>
<td>III</td>
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<td>$79,400</td>
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<td>IV</td>
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<tr>
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<tr>
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<tr>
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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
  • 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

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

- Prepares case
- Endorses or Approves
- Reviews or Approves
- Approves

Dept
Dean
AVC
EVC
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, 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 a Case

Departmental Recommendation
  - Rank/Step/Salary

External Letters
  - Justification

Other Items
  - Startup
  - One-of-a-kinds
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?