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](mailto:lia.cabello@ucsb.edu)  
  Social Sciences, Education, Creative Studies, Humanities & Fine Arts, Academic Programs

• **Mira Lázaro**, Sr. Analyst  
  x 5728  [mslaza@ucsb.edu](mailto: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>Rank</th>
<th>Assistant Professor</th>
<th>Associate Professor</th>
<th>Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer PSOE (8 year limit, non-tenured)</td>
<td>Lecturer SOE (6 years normal, tenured)</td>
<td>Sr. Lecturer SOE (indefinite, tenured)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<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>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>2 (not used at UCSB)</td>
<td>I</td>
<td>2</td>
<td>II</td>
<td>2</td>
</tr>
<tr>
<td>II</td>
<td>2</td>
<td>III</td>
<td>2</td>
<td>IV</td>
<td>2</td>
</tr>
<tr>
<td>III</td>
<td>2</td>
<td>V</td>
<td>2 (over-lapping step)</td>
<td>I</td>
<td>2</td>
</tr>
<tr>
<td>IV</td>
<td>2</td>
<td>VI</td>
<td>2 (not used at UCSB)</td>
<td>II</td>
<td>3</td>
</tr>
<tr>
<td>V</td>
<td>3 (over-lapping step)</td>
<td>III</td>
<td>3</td>
<td>IV</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IV</td>
<td>3 (not used at UCSB)</td>
<td>V</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>V</td>
<td>3</td>
<td>VI</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>VI</td>
<td>3</td>
<td>VII</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>VII</td>
<td>3</td>
<td>VIII</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>VIII</td>
<td>3</td>
<td>IX</td>
<td>4</td>
</tr>
</tbody>
</table>

**RB I-75**
# TABLE 1

**FACULTY--LADDER RANKS--PROFESSOR SERIES**

**ACADEMIC YEAR**

**SALARY SCALE**

<table>
<thead>
<tr>
<th>Rank Instructor</th>
<th>Years at Step</th>
<th>10/1/2021</th>
<th>10/1/2021 Monthly</th>
<th>10/1/2022</th>
<th>10/1/2022 Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N/A</td>
<td>Annual</td>
<td>Monthly</td>
<td>Annual</td>
<td>Monthly</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>II 2</td>
<td>$72,200</td>
<td>$6,016.67</td>
<td>$75,100</td>
<td>$6,258.33</td>
</tr>
<tr>
<td>(1300, 1308-Visiting) III 2</td>
<td>$76,100</td>
<td>$6,341.67</td>
<td>$79,400</td>
<td>$6,616.67</td>
<td></td>
</tr>
<tr>
<td>3278-Adjunct V 2</td>
<td>$80,500</td>
<td>$6,708.33</td>
<td>$83,800</td>
<td>$6,983.33</td>
<td></td>
</tr>
<tr>
<td>1307-Acting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Professor</td>
<td>I 2</td>
<td>$84,900</td>
<td>$7,075.00</td>
<td>$88,300</td>
<td>$7,358.33</td>
</tr>
<tr>
<td>(1200, 1208-Visiting) II 2</td>
<td>$89,300</td>
<td>$7,441.67</td>
<td>$92,900</td>
<td>$7,741.67</td>
<td></td>
</tr>
<tr>
<td>3268-Adjunct IV 3</td>
<td>$99,400</td>
<td>$8,283.33</td>
<td>$103,400</td>
<td>$8,616.67</td>
<td></td>
</tr>
<tr>
<td>1207-Acting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor</td>
<td>I 3</td>
<td>$99,500</td>
<td>$8,291.67</td>
<td>$103,500</td>
<td>$8,625.00</td>
</tr>
<tr>
<td>(1100, 1108-Visiting) II 3</td>
<td>$107,200</td>
<td>$8,933.33</td>
<td>$111,500</td>
<td>$9,291.67</td>
<td></td>
</tr>
<tr>
<td>3258-Adjunct IV 3</td>
<td>$124,000</td>
<td>$10,333.33</td>
<td>$129,200</td>
<td>$10,766.67</td>
<td></td>
</tr>
<tr>
<td>1107-Acting</td>
<td>V 3</td>
<td>$133,200</td>
<td>$11,100.00</td>
<td>$138,900</td>
<td>$11,575.00</td>
</tr>
<tr>
<td></td>
<td>VI 3</td>
<td>$143,400</td>
<td>$11,950.00</td>
<td>$149,300</td>
<td>$12,441.67</td>
</tr>
<tr>
<td></td>
<td>VII 3</td>
<td>$154,600</td>
<td>$12,883.33</td>
<td>$160,800</td>
<td>$13,400.00</td>
</tr>
<tr>
<td></td>
<td>VIII 3</td>
<td>$167,100</td>
<td>$13,925.00</td>
<td>$173,800</td>
<td>$14,483.33</td>
</tr>
<tr>
<td></td>
<td>IX 4</td>
<td>$181,100</td>
<td>$15,091.67</td>
<td>$188,400</td>
<td>$15,700.00</td>
</tr>
</tbody>
</table>
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>
</tr>
</thead>
<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
- 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

• General: Offer accepted before service period start date
• UC: 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
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

• 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 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?