

# Senate Faculty Appointments

WORKSHOP  
MARCH 7, 2024

# Before the Appointment Case

- Authorization to submit an appointment case
- Beware of conflicts of interest
  - Voting faculty/committee member vs. writing for an applicant
  - Close relationship with applicant (e.g. PhD advisor)
  - Only one “vote”/endorsement allowed
- Confidential material should never come from candidate

# Deadlines

- Case submission from Dean → AP
  - May 15 for Fall quarter (July 1) start date
  - See 10/23/23 memo from EVC/AVC
- UC: Formal offer must be made by April 1
  - Intercampus recruitments require a 10-day notice prior to issuance of the formal offer letter
  - Notify AP office *as soon as* potential intercampus recruit is identified!
- Competing offers
- Start Date considerations

# Appointment Authorization

- Search Report in UC Recruit
- Second Hire Request
  - Request initiated offline; send through Dean to AP
    - Must be formally processed and approved by EVC!
  - Submit only IF justified, NOT just because you can't decide between 2 outstanding finalists
  - After formal approval, upload approval memo into UC Recruit (Documentation) and submit another Search Report in UC Recruit
- Search Waiver
  - Request initiated in UC Recruit
  - Partner Hire, Exceptional Opportunity, or PPF

# UC Recruit reminders

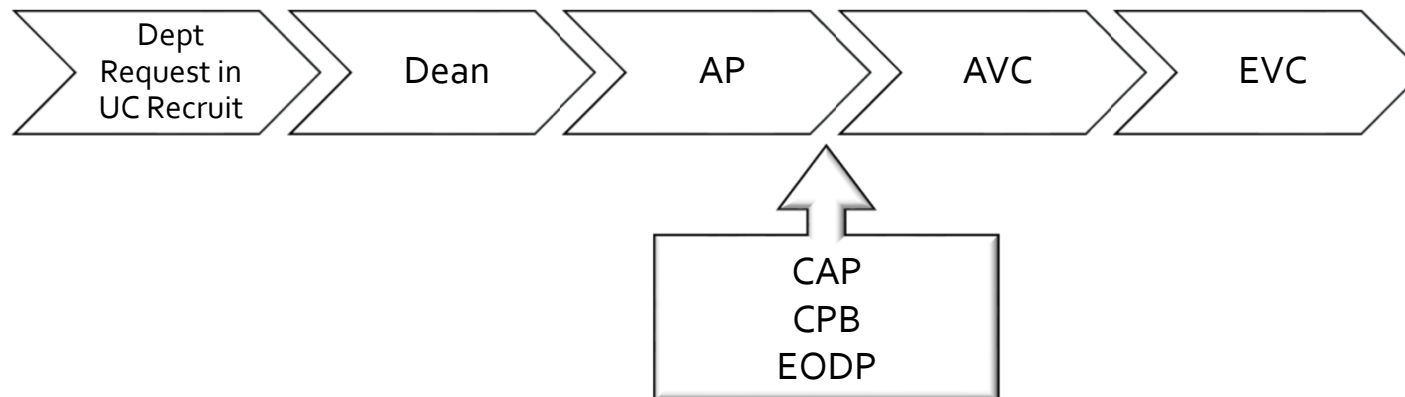
- Ensure Search Report is approved prior to submission of appointment case
  - If Second Hire: ensure approval memo for 2<sup>nd</sup> hire is uploaded to Documentation section
- Salary range: SB 1162 requires disclosure of what you *reasonably expect* to pay a finalist
  - Therefore; range must include minimum and maximum of what you will *actually* pay your finalist!

# Flow of Requests

Second Hire Request:



Search Waiver:

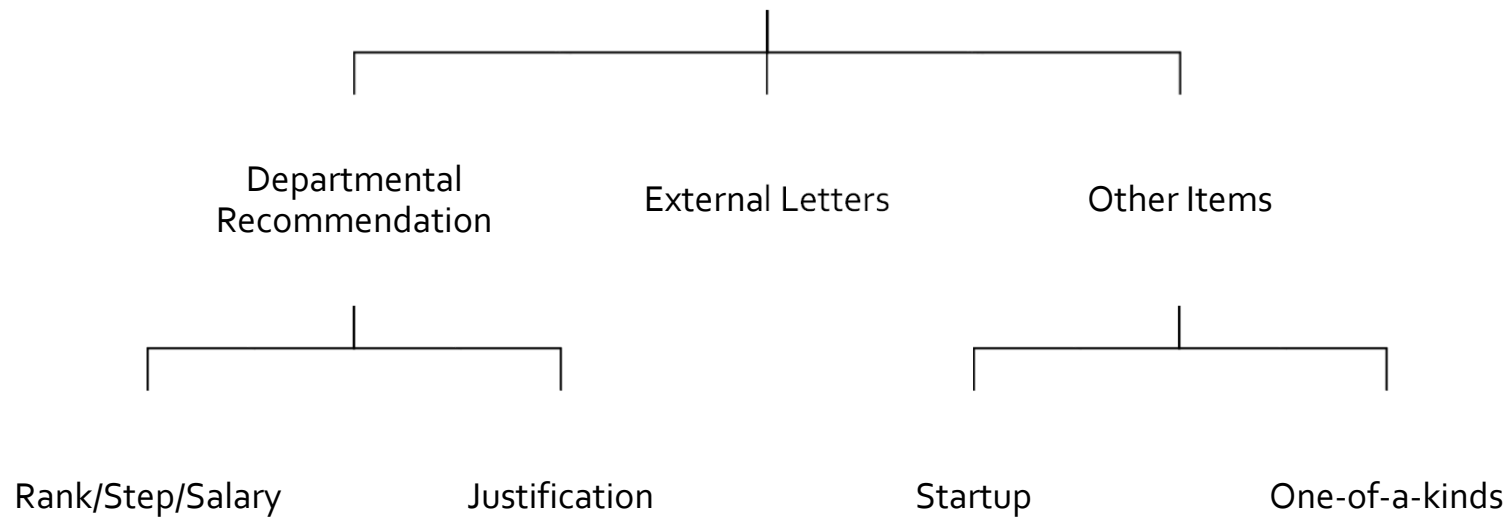


# A Note on Spousal Hires

- If intended position is represented, be mindful of current contract requirements
- Considered an “external” candidate
  - Internal candidates must be prioritized
- Must have actual teaching need after internal candidates have been reappointed
- Funding considerations for multi-year reappointments
- Consult Dean/AP offices prior to making commitments to potential hires

# The Appointment Case

## Contents of a Case





# Appointment Case - Reminders

- Make sure cover sheet contains:
  - FTE Identifier
  - Work Location (office) and Worksite ID (I-9)
  - Position # and “Reports To” position #
  - Current Institution & Title
  - Highest Degree, Institution & Year
    - Should be expected @ appointment (e.g. PhD if currently ABD)
  - Search information (JPF or SWR#)

# Cover Sheet Requirements

- Put screenshots in

## Appointment Case – Reminders, cont'd

- Discuss only the candidate in dept letter (not the search process or other candidates!)
- External Letters
  - Solicitations
  - References in Department Letter
- Ensure all appropriate documents are uploaded prior to routing the case forward

# Rank, Step & Salary Recommendation

- Rank and step: based on record
- Salary: based on record plus market factors (e.g. competing offers)
- Justify high salaries!
  - RB 1-8
- Intercampus recruitment limits
  - Cannot offer more than 1 step above their current rank/step
  - APM 510

# Start Up

- Ensure candidate understands UC policies on startup disbursement
- Some items are fixed-value, “flat” amounts
- Per-Household allocations (removal, MOP loan eligibility, spot on housing waitlist)
- Other start-up considerations
  - Visa fees
  - Housing
- Timing (with appointment case)

# Start Up: What's Allowed?

- Removal
  - RB I-20 for policy
  - BFB G-13 for procedure
- Faculty Recruitment (Housing) Allowance
  - Down payment on house purchase, rental deposit
  - Maximum prescribed in Table 40 at the time of appointment
- If they already live in Santa Barbara?
  - Removal? No
  - FRA? Not if they already own

# Removals

- Defined as expenses incurred in getting faculty, family, and household goods TO Santa Barbara
- Exceptions to RB I-20 require AVC approval
  - e.g. multi-stage move, extra storage
  - Must be justified!
- House-hunting trips = travel, *not* removal
  - If allowable funds are available

# Housing

- Single waitlist maintained between AP and Community Housing Authority (CHA)
- Additions to waitlist based on new appointment or retention only
  - Senate Faculty only
- Questions about MOP eligibility or housing waitlist position should be directed to Sheila Lombardo @ CHA, *not* AP
- Sierra Madre rental housing
  - Only for junior faculty
  - Time limited



# 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
- This is why it's especially important to observe submission deadlines!
- Contact AP if you anticipate any potential employment overlap issues, esp with another UC!



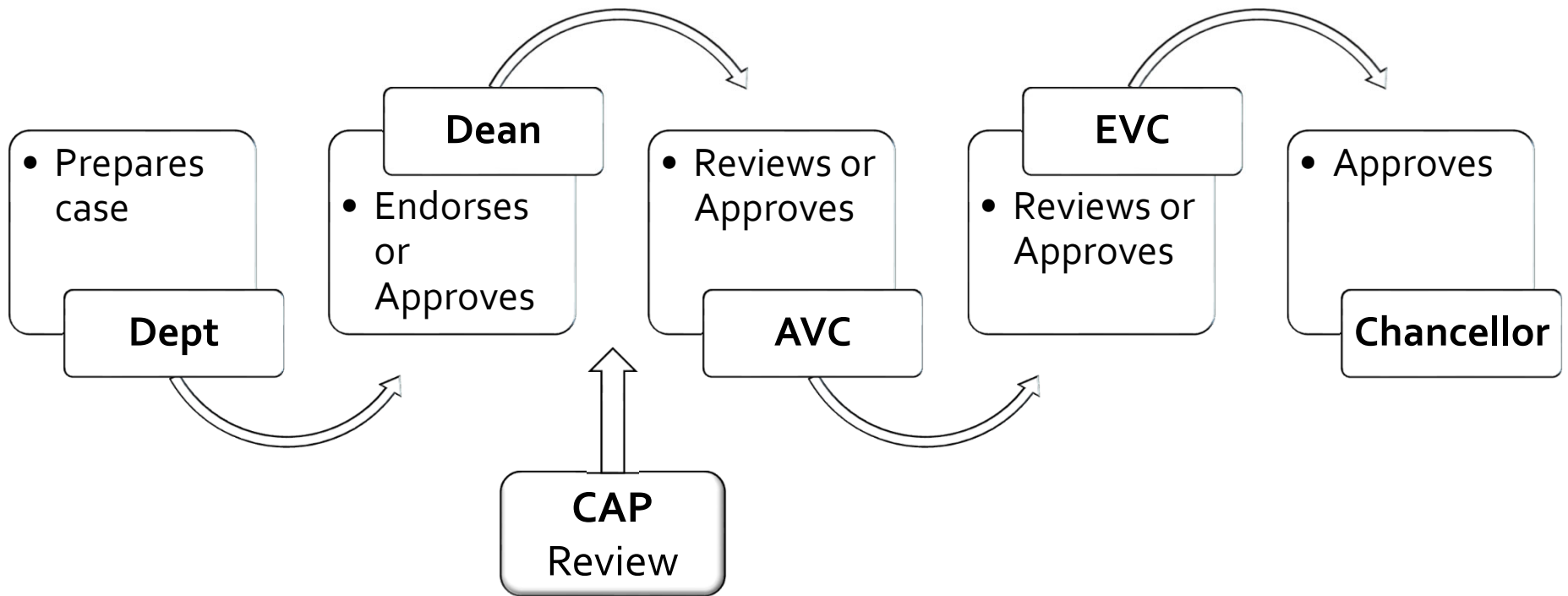
# Concurrent UC Employment Example

- UCSB is hiring a new faculty, effective 7/1/24, who is currently a postdoc at UCLA. Current postdoc appointment ends 8/31/24.
- Options:
  - Delay UCSB start date to 11/1/24 (break in service)
  - Resign post-doc position effective 6/30/24, assume faculty appointment 7/1/24
  - The above, plus MLA in Researcher-1/9 position to earn summer salary 7/1/24 – 8/31/24 at UCLA for postdoc work

# Leaves

- Unpaid leave during 1<sup>st</sup> year of appointment
- Typically not recommended– preference is to just defer the start date
- Time on LNS counts toward:
  - Tenure clock for Asst Prof/LPSOE
  - Review period for merit/promotion reviews
- APM-025 considerations: Category I activities must be approved
- Leave must be formally approved through AP Folio

# 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 directly to the candidate from the AP office, from either the EVC or Chancellor
  - Department and Dean are always copied, too

# How to avoid delays

- Obtain formal appointment permission as soon as possible
  - Approved in UC Recruit
- Work in parallel
  - But remember that appt permission must be secured before you submit the appt case
- Tenured appointment case can be submitted while startup is being negotiated
- Reduce likelihood of additional info requests
  - Rank/step/salary are justified thoroughly
  - External letters (and solicitations!) conform to RB

# Final Note: Who is Responsible for What?

- Faculty/Department Chair:
  - Provide original, analytical assessment of candidate's qualifications
  - Justify proposed action
- Department Analyst:
  - Ensuring the above are in place and conform to policy
  - Accuracy of and consistency across materials, *before* submitting case
  - Actively work with faculty and Dept Chair on corrections/clarifications

# Academic Personnel Contacts

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Questions?