Senate Faculty Appointments

WORKSHOP
FEBRUARY 24, 2022
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

• UC: Offer made by April 1
• AAU: Offer made by April 30
• Competing offers
• Start Date considerations
• Position Data Sheet – can submit while appt underway
Appointment Authorization

• Search Report in UC Recruit

• Second Hire Request
  • Request initiated offline
  • IF justified, NOT just because you can’t decide between 2 outstanding finalists
  • After approved, submit another Search Report in UC Recruit

• Search Waiver
  • Request initiated in UC Recruit
  • Partner Hire, Exceptional Opportunity, or PPF
Flow of Requests

Second Hire Request:

- Dept Request offline
- Dean
- AP
- CPB and/or EVC

Search Waiver:

- Dept Request in UC Recruit
- Dean
- AP
- AVC
- EVC

- CAP
- CPB
- EODP
A Note on Spousal Hires

• If intended position is Unit 18 Lecturer, be mindful of recent contract changes

• 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

- Departmental Recommendation
  - Rank/Step/Salary
  - Justification
- External Letters
- Other Items
  - Startup
  - One-of-a-kinds
Appointment Case - Reminders

• Make sure cover sheet contains:
  • FTE Identifier
  • Work Location (office)

• Legal Names vs Lived Names
  • If different, note legal name somewhere to ensure correct UCPath processing

• Discuss only the candidate in dept letter

• External Letters
  • Solicitations
  • References in Department Letter
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
  • 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)

• 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

• If they already live in Santa Barbara?
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, storage
  • Must be justified!

• House-hunting trips = travel, not removal
  • If funds are available
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
• 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 7/1/21, who is currently a postdoc at UCLA. Current postdoc appointment ends 8/31/21.

• Options:
  • Delay UCSB start date to 11/1/21 (break in service)
  • Resign post-doc position effective 6/30/21, assume faculty appointment 7/1/21
  • The above, plus MLA in Researcher-1/9 position to earn summer salary 7/1/21 – 8/31/21 at UCLA for postdoc work
Appointment Case Review Process

- **Dept**
  - Prepares case
  - Endorses or Approves

- **Dean**
  - Reviews or Approves
  - Endorses or Approves

- **AVC**
  - Reviews or Approves

- **EVC**
  - Reviews or Approves

- **Chancellor**
  - Approves

- **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 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 appointment permission as soon as possible

• Work in parallel

• 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
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Questions?