Senate Faculty Appointments

WORKSHOP
MARCH 12, 2025

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
    - Cases submitted after May 15 will be pushed to 11/1 or 3/1 start date
  - See 10/23/23 memo from EVC/AVC

- UC: Formal offer must be made by April 1
  - For intercampus recruitment of current Senate faculty at another UC
  - Requires 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

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

Appointment Authorization, cont'd

- Search Waiver
  - Not automatic: Deans should consult with EVC first
  - Request initiated in UC Recruit
  - Partner Hire, Exceptional Opportunity, or PPF

- Both Second Hires & Search Waivers require an FTE to be identified

Partner Hires – Senate titles

- FTE comes from the division/College where the partner will be hired

- If cross-divisional/College, e.g. MLPS makes an offer to a candidate whose spouse will require partner hire into Bren:
  - MLPS provides the FTE to Bren
    - Does not affect Bren's overall FTE plan
  - Bren handles the rest (submit the SWR and appt case + startup)

Partner Hires – non-Senate titles

- If intended position is represented, be mindful of current contract requirements

- If Unit 18 title:
  - 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

UC Recruit reminders

- Ensure Search Report is approved prior to submission of appointment case
  - If Second Hire: ensure approval memo for 2nd 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!

Misconduct Disclosures

- SB 791 / AB 810
  - Applies to finalists stemming from recruitments posted Jan 1, 2025 or later
- Prior to soft offer issuance, finalists must:

All appointees ⟹

- Submit Misconduct Disclosure Form (self-attestation)
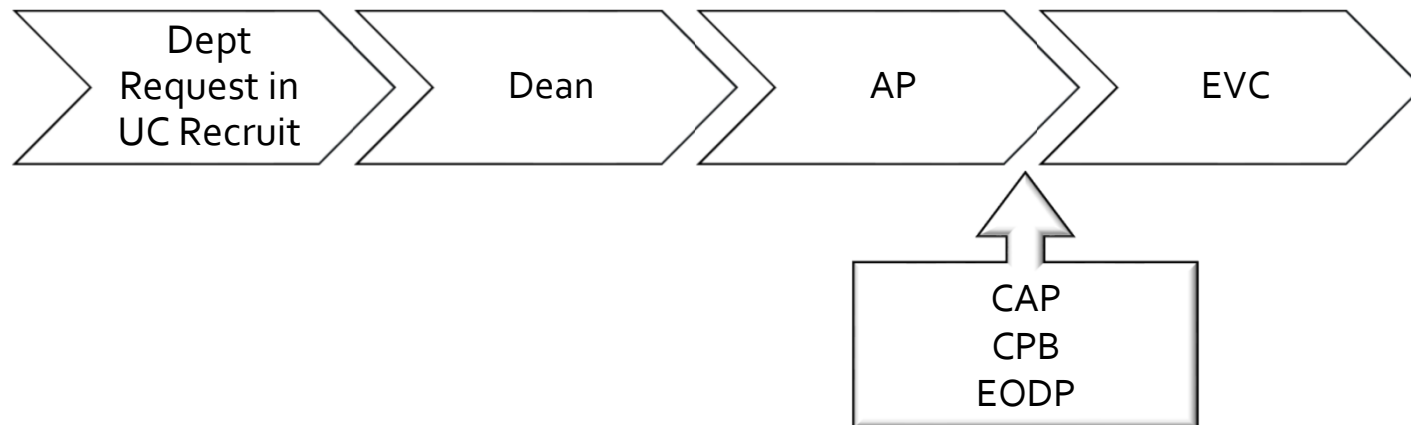
Senate only ⟹

- Submit Authorization of Release of Conduct Information form
  - AP contacts prior employers for misconduct info, even if self-attestation from above disclosure form was "no misconduct"
- Department notifies/provides links to finalist
- https://ap.ucsb.edu/news.and.announcements/memos/?2.19.2025.Misconduct.Disclosures.for.Academic.Appointees.under.SB.791/AB.810
- https://ap.ucsb.edu/resources.for.prospective.employees/misconduct-disclosures-under-sb-791-and-ab-810-faq.pdf
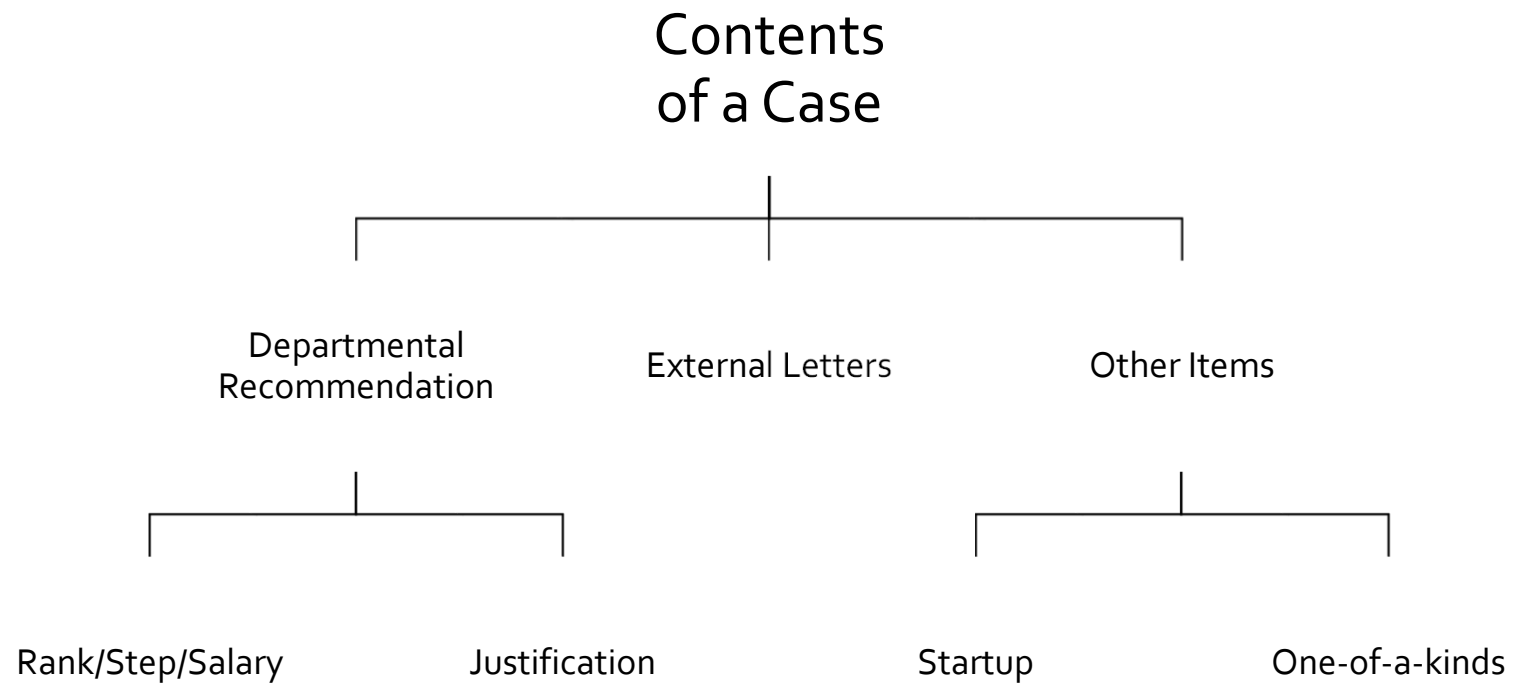
Flow of Requests

Second Hire Request:

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

Search Waiver:

Dept Request in UC Recruit	>	Dean	>	AP	>	EVC

↑

CAP
CPB
EODP

The Appointment Case

Contents
of a Case

Departmental
Recommendation

External Letters

Other Items

Rank/Step/Salary

Justification

Startup

One-of-a-kinds

Case Contents

- Be sure to include research, teaching, diversity statements supplied with candidate's application

- Appointment CV: when was it last updated?

- Don't forget the UCSB Biography Form

- External Letters are required for all Senate appointments, regardless of search source

More on External Letters

- External Letters for *all* cases (tenure-track and tenured)
  - At least 3 candidate-suggested (solicited through UC Recruit)

- For tenured appointments, also need:
  - At least 3 department-suggested (solicited via email using appropriate template language from RB I-49 and I-50)

- Ensure correct solicitation sent
  - May require updates from candidate-named writers who were solicited through UC Recruit

Appt Case – Cover Sheet Requirements!

- Present Status:
  - Current Institution & Title
  - Highest Degree, Institution & Year
    - Should be expected @ appointment (e.g. PhD if currently ABD)

- Search Information:
  - JPF # or SWR #

- Position Information:
  - FTE Identifier
  - Work Location (office) and Worksite ID (I-9)
  - Position # and "Reports To" position #

Cover Sheet Requirements– illustrated

Present Status	
Last Name	
First Name	
Middle Name	
Other Last Name	
Current Institution	
Current Title	
Highest Degree & Year	Highest Degree / YYYY
Highest Degree Institution	

Position Information

- ◉ Create New Position
- ○ Use Existing Vacant Position: Position Number

FTE Identifier: FTE Identifier (Source)

Location: ABCD-####

Reports To Position Number: 12345678

Worksite ID: Choose One

Search Information

- ◉ Search done with this appointment - Search Number: JPF12345
- ○ Search waiver with this appointment: Emergency Hire ▾ end date: MM/DD/YYYY 📅 Search Waiver Number: SWR12345

Appointment Case – Reminders

- Discuss only the candidate in dept letter (not the search process or other candidates!)

~~Jane Doe rose to the top of a junior faculty search (JPF01234) that had over 300 applicants. Of those, 4 were invited to campus for interview....~~

- Ensure all appropriate documents are uploaded prior to routing the case forward

- Refer to RB I-15 for appointment case checklist
  - Also check with your Dean's analyst for division-specific checklists!

Rank, Step & Salary Recommendation

- Rank and step: based on record

- Salary: based on record plus market factors (e.g. competing offers). Make sure to justify high salaries!
  - RB I-8

- Intercampus recruitment limits – APM 510
  - Cannot offer more than 1 step above their current rank/step

- Cannot appoint at overlapping step unless intercampus recruitment

- Make sure to observe posted salary range (SB 1162)

Salaries: not range adjusted

- Faculty are hired at the rate they were offered, even if central range adjustments occur between formal offer and hire into UCPath

- Example: **Asst Prof II offer at $100,000 starting 11/1/24**

  - Case finalized using 10/1/23 scale ($21,300 off-scale)

  - Hired under 10/1/24 scale: Off-scale must be reduced to **$17,800** in order to keep total salary at $100,000 !

  - Exceptions require EVC approval
    - It is helpful to convey this information as part of the appointment case

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)

- Equipment: single items over $5K that can be inventoried

- Research Support: everything else
  - e.g. bench equipment, computers (traditionally thought of as "equipment" in the past)

Start Up: What's Allowed?

- Removal
  - RB I-20 for **policy**
  - BFB G-13 for **procedure** only

- Faculty Recruitment (Housing) Allowance
  - Down payment on house purchase, rental deposit
  - Maximum prescribed in Table 40 at the time of appointment
  - https://evc.ucsb.edu/faculty-resources/faculty-housing/loans

- 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

- Allowable expenses are described in RB I-20

- 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

- Starting with 7/1/25 appointees, will require submission of an opt-in form. Faculty are not added until:

  - They have submitted the opt-in form to CHA, <u>and</u>

  - They have accepted the offer of employment

Housing, cont'd

- Placement on waitlist cannot be altered!

- 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

- Central offices can provide resources on housing options, but cannot assist in actual house-hunting efforts

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

Academic Personnel Contacts

- **Lia Cabello**, Sr. Analyst

    x 5979   lia.cabello@ucsb.edu

    Social Sciences, Education, Creative Studies, Humanities & Fine Arts

- **Mira Lázaro**, Sr. Analyst

    x 5728   mslaza@ucsb.edu

    Math, Life & Physical Sciences, Bren, Engineering

Questions?