

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

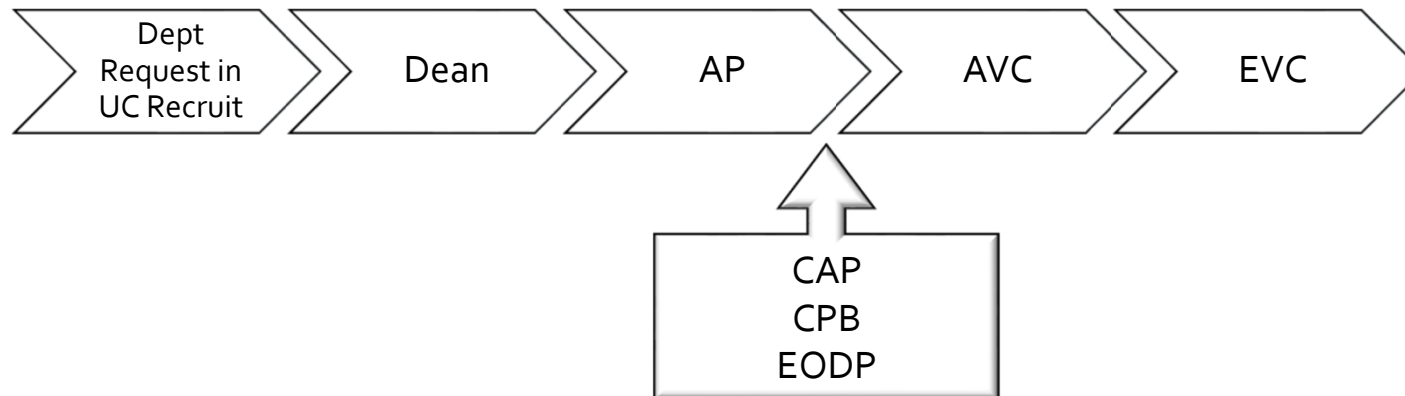
- Search Report in UC Recruit
- Second Hire Request
 - Request initiated offline
 - IF justified, NOT just because you can't decide between 2 outstanding finalists
 - After approved, submit another Search Report in UC Recruit
- Search Waiver
 - Request initiated in UC Recruit
 - Partner Hire, Exceptional Opportunity, or PPF

Flow of Requests

Second Hire Request:



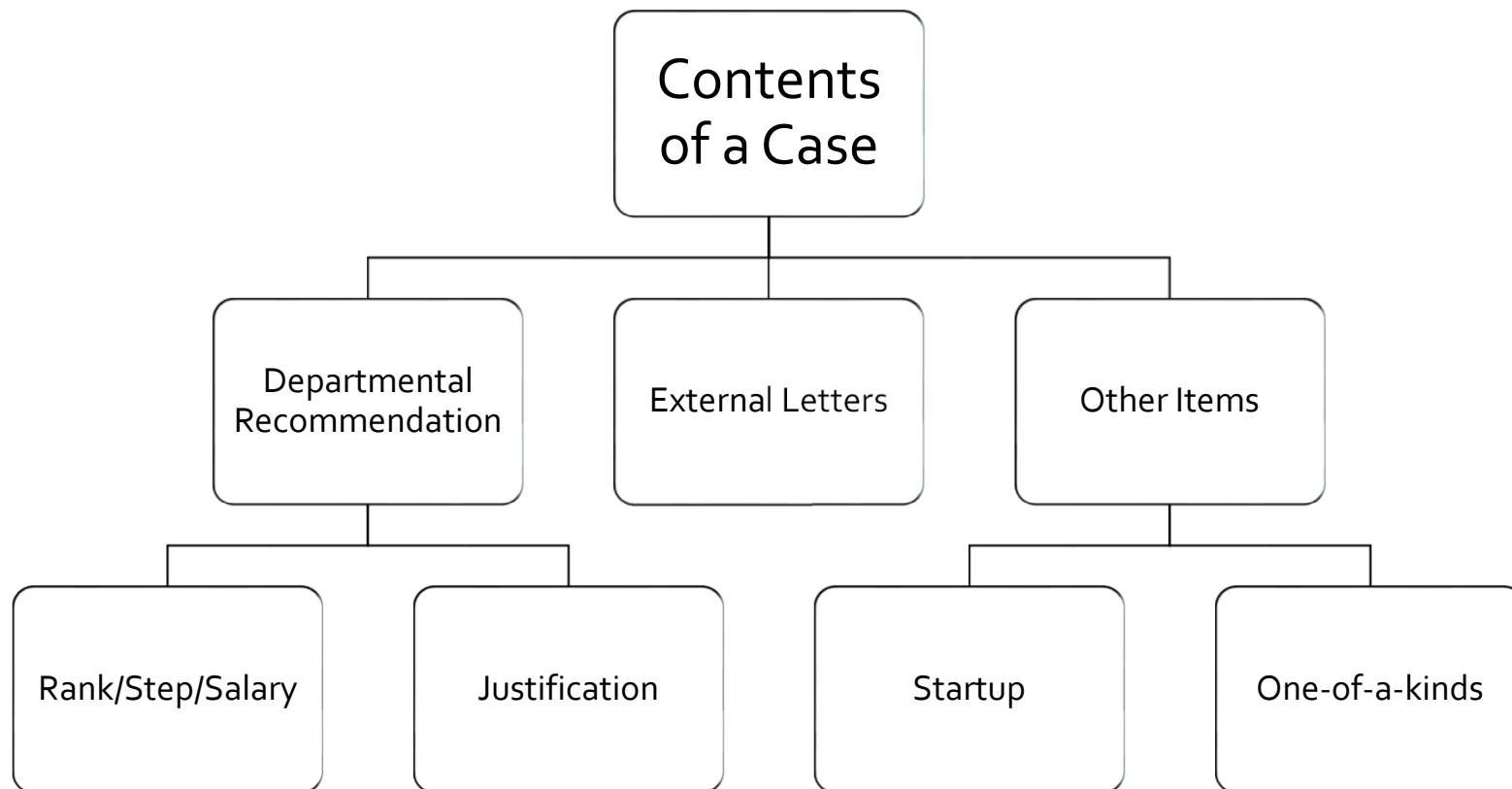
Search Waiver:



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



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

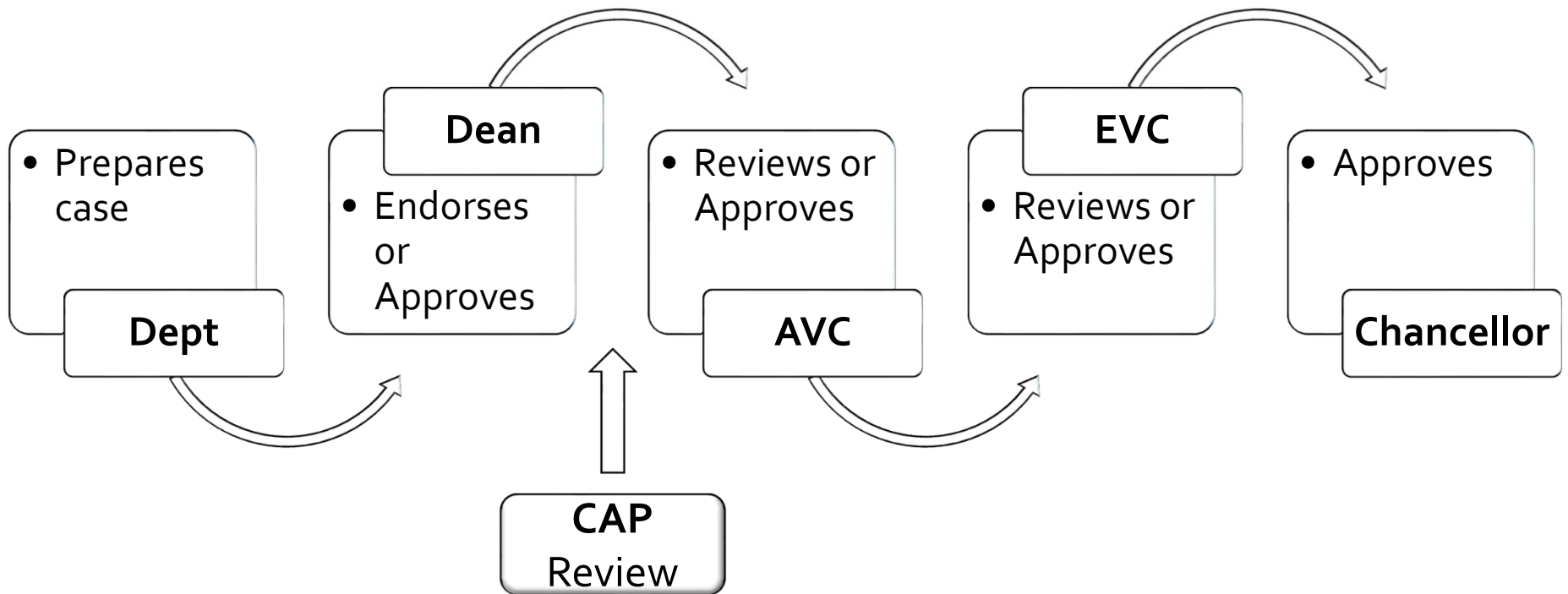
Concurrent Employment?

- 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



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?