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 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!
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

- Departmental Recommendation
- External Letters
- Other Items

  - Rank/Step/Salary
  - Justification
  - Startup
  - One-of-a-kinds
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 I-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 1st 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

- Prepares case
- Endorses or Approves

Dept

Dean

• Reviews or Approves

AVC

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 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?