Senate Faculty Appointments

WORKSHOP
FEBRUARY 23, 2023
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: Formal offer must be made by April 1
  • Intercampus recruitments require a 10-day notice prior to issuance of the formal offer letter

• 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, 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

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)
  • Position # and “Reports To” position #

• 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 I-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, 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

• Questions about MOP eligibility or housing waitlist position should be directed to Sheila Lombardo @ CHA, not AP
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 7/1/23, who is currently a postdoc at UCLA. Current postdoc appointment ends 8/31/23.

• Options:
  • Delay UCSB start date to 11/1/23 (break in service)
  • Resign post-doc position effective 6/30/23, assume faculty appointment 7/1/23
  • The above, plus MLA in Researcher-1/9 position to earn summer salary 7/1/23 – 8/31/23 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

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

- **Dean**
  - Reviews or Approves

- **AVC**
  - 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 formal 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?