Approval to Search:

- Authorizations to conduct searches are made by the Dean after approval by the Executive Vice Chancellor as a result of the annual ladder rank FTE planning process.

Advertisement:

1. After receiving authorization from the Dean to begin searching for a faculty position, initiate and complete a Search Plan in UC Recruit. Please use the tools available on UC Recruit’s website to help the search committee develop the plan. The FTE provision number should be entered in the to “Salary Control #” field. Once submitted, the Search Plan will be reviewed and approved by each control point.

2. Departments may receive notification to search for a position with a start-date one- to two- years in the future. While the department may begin planning and recruitment efforts now, the start date remains at the pre-determined date assigned for the FTE provision.

3. When the Search Plan is approved, the department can place the ad in journals, on websites, etc. Take into consideration Labor Certification Process requirements for international hires, including the PERM prevailing wage request. Using Job Elephant, an advertising agency to help manage academic search advertising is optional. Beginning AY 2017-18, departments using JobElephant may forgo the campus requirement of placing at least one print ad for each Senate faculty search (RB will be updated this fall). Departments that wish to avoid the expense of a print ad are encouraged to use JobElephant because of the service the agency provides in recording advertising evidence.

4. Letters & Science will reimburse departments for recruitment costs up to $5,000 per search. There is no longer the $1,000 limit on advertising. Expenses are charged to department accounts and requests for reimbursement of advertising costs should be made at the same time as the recruitment travel expenses (see below).

Interviews:

1. We recommend that chairs initiate a conversation with the Dean to discuss the top candidates and provide a short memo with candidate bios and rationale for final selection.

2. After initial approval from the Dean, the department will complete the Short List Report in UC Recruit, which includes the top three (3) candidates for interviews with the Dean.

3. Once approvals have been granted, contact the three (3) finalists and schedule interviews. All candidates should meet with the Dean or Associate Dean (please contact the Dean’s assistant to schedule appointments). Candidates for endowed chairs or high level appointments may also meet with the EVC or Chancellor (check with their offices directly).

4. Letters & Science will reimburse departments for faculty recruitment costs up to a total of $5,000 per search; these funds may cover advertisement costs, reasonable transportation and lodging expenses for up to three (3) candidate visits.

- Expenses are initially charged to the department account. After all candidate travel is complete, departments can request reimbursement using the, Recruitment Advertising & Travel Reimbursement Request Form. Expenses that exceed the maximums are the responsibility of the department.

- Submit reimbursement requests to the College’s Financial Coordinator, Letters & Science, MC 2080, (x2328) before the end of the fiscal year in which they are incurred.
Appointment:

When the department is ready to request the appointment of a final candidate, the Chair should discuss the proposed rank, step, salary level, and start-up expenses with the Dean. After consultation with the Dean, the department then completes the Search Report in UC Recruit and prepares an appointment case. (A checklist of documents required can be found at RB I-15). Please consult with your AP Analyst if you have questions.

1. **Complete the Search Report in UC Recruit**

2. **Upload the appointment case to the Case Processing section in AP Folio:**
   - Department letter of recommendation, with the faculty vote
   - **Signed Biography Form**
   - CV
   - Letters from external reviewers:
     - **Assistant Professor** appointments, a minimum of three (3) letters are required.
     - **Associate and Professor** appointments, a minimum of six (6) letters are required, including at least two (2) that are UC-familiar. At least half of the letters should be solicited independent of the candidate.
     - Please remove any watermarking added by UC Recruit.
     - Coded list of reviewers, with selection information and brief biography.
     - Copy of the solicitation letter or acknowledgement sent to external reviewers **if you solicited letters outside of UC Recruit**

3. **Send the following to the Dean’s Office via the AP Analyst:**
   - The start-up request via email using the request form provided to you by your AP Analyst.
   - All publications submitted with the appointment via BOX (or in print as appropriate).
   - Teaching evaluations (if available) via BOX.

While the appointment case is going through the administrative review process, departments can write to the finalist, using the sample wording from **RB I-14-III, "Letter to Prospective Ladder Appointees."**

After the appointment is approved, a formal offer letter, signed by the Chancellor or EVC (depending on the level of the appointment), will be sent to the candidate by the Office of Academic Personnel.

- In preparation for the formal offer, **please confirm the candidate’s preferred mailing address and determine a “respond by date” to confirm or decline the campus offer.** Typically, this date is 10 days (or two work weeks) from when the offer is sent. Forward this information to the appropriate Analyst in Acaemic Personnel (Karen Moreno or Helly Kwee), who will be sending the offer letter out on behalf of the Chancellor.

The **start-up** commitment will not be included in the formal offer letter. The complete start-up commitment details and amounts will be communicated to the department chair by the Dean after the appointment has been approved.

It is then up to the department to share the start-up information with the candidate, usually in a letter from the chair to the candidate, including welcoming remarks and additional information specific to the department unless other arrangements for notification have been made.

**Resources:**
AP Folio: [https://ap.ucsb.edu/login/](https://ap.ucsb.edu/login/)
Red Binder (RB), [https://ap.ucsb.edu/policies.and.procedures/red.binder/index.cfm](https://ap.ucsb.edu/policies.and.procedures/red.binder/index.cfm)
Academic Personnel Manual (APM), [http://www.ucop.edu/academic-personnel/](http://www.ucop.edu/academic-personnel/)

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