

## Faculty Recruitment - MLPS

The Division of Mathematical, Life and Physical Sciences is committed to the twin goals of excellence and diversity in faculty recruitment.

### Advertisement:

- Once the Dean has given the department approval to begin a search for a faculty position, go to *UC Recruit* and fill out the **Search Plan**. Please use the FTE provision # in the "Salary Control #" field. Click "Submit" to forward the Search Plan to the appropriate offices for approval review.
- When the Search Plan has been approved, the department can place the ad in journals, on websites, etc.
- The College of Letters and Science will reimburse departments for **advertisement**. Expenses should be charged to department accounts. Departments should request reimbursement for advertising costs at the same time the department requests reimbursement for recruitment travel expenses (see below). Please note that **only up to \$5,000 of expenses per search (including advertising, travel, and lodging for up to three candidates) will be reimbursed**. See College website for details: <http://www.college.ucsb.edu/faculty-staff/funding/recruitment>

### Interviews:

- After the closing date, the department completes the **Short List/Diversity report** at *UC Recruit*.
- Once approvals have been granted, contact the finalists and schedule interviews. All candidates should meet with the Dean or Associate Dean (please contact **the Dean's office at x4602** to schedule appointments). Candidates for endowed chairs or high level appointments should probably also meet with the EVC or Chancellor (check with their office directly).
- The College of Letters and Science will reimburse departments for faculty recruitment costs **up to a total of \$5,000 per search**; these funds may cover advertisement costs plus reasonable transportation and lodging expenses for up to **three candidate visits**.
- Expenses should be charged to the department account. After all candidate travel is complete, departments can request reimbursement by using the **Recruitment Advertising and Travel Reimbursement Request** form, which can be found here: <http://www.ltsc.ucsb.edu/faculty-staff/forms>. Expenses for more than three candidate visits and/or for expenses that exceed the College maximums are the responsibility of the department. Please submit reimbursement requests before the end of the fiscal year (June 30<sup>th</sup>).

### 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 prepares an appointment case as follows (a checklist of documents required can be found at **RB I-15**). Please consult with the MLPS Academic Personnel Analyst if you have questions.

**1) Fill out the Search Report in UC Recruit**

- the Search Report must be approved before you forward the appointment case to AP Folio.

**2) After the Search Report is approved, upload to AP Folio:**

- Department letter of recommendation, with faculty vote
- Biography for Academic Personnel
- CV
- Letters from external reviewers:
  - For **Assistant Professor** appointments, a minimum of 3 letters required.
  - For **Associate and Professor** appointments, a minimum of 6 letters required, including at least 2 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 hard copy or email attachment of the following to the MLPS AP Analyst:**

- Start-up request (**please use the MLPS START-UP REQUEST form which can be found at the MLPS webpage**)
- Publications; all or a select group
- Teaching evaluations (if available)
  
- 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."**
- Confirm with the Office of Academic Personnel the candidate's physical mailing address and time to respond to the offer. (10 working days is common.)
- 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.
- 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 (course relief, etc.).

**Useful Websites:**

**AP Folio:** <https://ap.ucsb.edu/login/>

**Red Binder (RB),** <https://ap.ucsb.edu/policies.and.procedures/red.binder/index.cfm>

**Academic Personnel Manual (APM),** <http://www.ucop.edu/academic-personnel/>

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