<u>HFA Appointment Primer</u>

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

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

2) Upload to Case Processing Application at AP Folio:
- Department letter of recommendation, w/faculty vote
- Biography form 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 of the following to the Dean's Office via Claudia:
- Start-up request (**please see RB I-18 for a sample memo**)
- Publications; all or a select group
- Teaching evaluations (if available)

4) 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."**
- Department AP coordinator should contact the candidate and get the preferred address to which the offer letter should be sent and send the address to the AP Analyst in the Office of Academic Personnel.
- Department AP coordinator should confirm with the Department Chair what the deadline by which the candidate should respond should be in the offer letter and send this information to the AP Analyst in the Office of Academic Personnel.

- 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 via UPS, and simultaneously, AP will send a PDF version to the department at which time the department can email the offer letter to the candidate.

- 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's Analyst after the appointment has been approved**. It is then up to the department to share the start-up information with the candidate. This may be done via email or letter/memo from the chair to the candidate, including welcoming remarks and additional information specific to the department.

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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