

## 2.0 Academic Recruitment and Appointment

### 1. General

An open recruitment is required to propose a candidate for a new academic appointment, including appointments involving inter-campus transfers from another UC institution, candidates from another AAU institution, and/or series change appointments.

No action may be taken on a proposed appointment until the recruitment process has been completed, unless the appointment is exempt as noted below.

#### a. Appointments Exempt from Open Recruitment:

- i. Appointments of UC San Diego academic personnel to “Recalled” status.
- ii. Appointments to “Visiting” titles when a candidate is on leave from another university, college, or public or private research laboratory.
- iii. Non-salaried appointments.
- iv. Positions requiring student status, e.g., teaching assistant, research assistant, tutor.

### 2. Additional Recruitment Considerations

#### a. Non-U.S. Citizens

Departments should consult with the International [Faculty and Scholars Office \(IFSO\)](#) regarding visa and work-authorization requirements for the appointment of non-U.S. citizens. The ISFO process should be initiated well in advance of the candidate’s proposed appointment effective date to avoid unnecessary delays.

#### b. University of California Inter-Campus Recruitments

When recruiting faculty who hold a Senate faculty title at their home UC campus into a Senate faculty title at UC San Diego, no offer of appointment that includes an intercampus transfer **shall be made after April 1 for service during the immediately following academic year**, unless mutually agreed to by both Chancellors (or delegated Authority) involved. A waiver from the home UC campus first must be secured (for more information on this, contact your dean’s office). In addition, UC San Diego may offer advancement and/or a salary increase of no more than one step, or the equivalent of one step, above the transferee’s **current step and salary** [\[APM 510\]](#). If the transferee’s current salary is an off-

scale salary, the recruiting campus may offer the next higher step along with the same off-scale dollar amount.

If, at any time during the recruitment, the home campus is reviewing the faculty member for a salary increase and/or advancement to become effective at a later date, the recruiting campus may not offer more than one step above the current salary until the review is complete.

If the home campus personnel action occurring during the recruitment results in a salary increase and/or advancement, the recruiting campus may offer a salary, rank and step equivalent to the increase and/or advancement.

If the faculty member also is being recruited by an outside institution, then the home and/or recruiting UC campus may make a counter-offer higher than the above limits in order to compete with a bona fide outside offer.

c. California State University Employees

Combined teaching appointments at the University of California and the California State University (CSU) may not exceed 120% of full time, except for University Extension service. That is, CSU faculty who are employed 100% time may be appointed at UC San Diego up to 20% time with written authorization by the appropriate dean at the CSU campus.

d. Recruitment of Near Relatives

The employment of near relatives in the same department is permitted when the near relative relationship is disclosed and the appointment is pre-authorized. For additional information, refer to [APM 520](#), Recruitment/Employment of Near Relatives.