

## 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 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 Services and Engagement Office \(ISEO\)](#) regarding visa and work-authorization requirements for the appointment of non-U.S. citizens. The ISEO 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

As part of the University of California system, UC San Diego must adhere to the procedures outlined in [APM 510](#). This means UC San Diego is required to keep the candidate’s home campus informed the candidate’s proposal for appointment and any offer that results from it.

##### i. Authority

Responsibility for notifying a proposed candidate’s home campus is delegated to the office with authority to approve the appointment.

- Academic Personnel Services (APS) is responsible for issuing intercampus notices for files where the final delegated authority is the Sr. AVC, EVC, or Chancellor.
- Academic Personnel representatives at the school level are responsible for issuing intercampus notices for files where the final delegated authority is the cognizant dean or equivalent.

## ii. Intercampus Notifications

### 1. Courtesy Notification

Per APM 510, no offer of appointment that includes an intercampus transfer shall be made after April 1<sup>st</sup> for service during the immediately following academic year.

If it is expected that a proposed appointment review will be completed and an offer issued prior to April 1<sup>st</sup> for the following academic year, UC San Diego should issue a courtesy notice to the candidate's home campus informing them their Senate faculty member is being considered for appointment at UC San Diego.

### 2. Courtesy Notification + April 1<sup>st</sup> Waiver Request

Per APM 510, no offer of appointment that includes an intercampus transfer shall be made after April 1<sup>st</sup> for service during the immediately following academic year.

If it is expected that a proposed appointment review will not be completed and an offer issued prior to April 1<sup>st</sup> for the following academic year, UC San Diego should issue a courtesy notice that includes a request to waive the April 1<sup>st</sup> deadline.

### 3. Letter of Intent (LOI)/Offer Letter 10-Day Notice and Waiver Request

Per APM 510, at least ten working days before issuing a formal offer (or LOI), UC San Diego must notify the candidate's home campus and provide the details of the proposed LOI or offer. The 10-day notification period will begin from the date the notice is issued to the candidate's home campus.

When informing the home campus of the intent to issue an LOI or offer letter, UC San Diego can also request that the home campus waive the 10-day notice period. UC San Diego may issue the proposed LOI or offer letter

upon confirmation of waiver by candidate's home campus or once the 10-day notice period has passed, whichever occurs first.

### iii. Intercampus Transfer Salaries

Per [APM 510](#), when considering a Senate faculty appointee from another UC for appointment in a Senate faculty title at UC San Diego, UC San Diego may only 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**. If the candidate's current home campus salary is an off-scale salary, the UC San Diego 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, UC San Diego may offer a salary, rank and step equivalent to the increase and/or advancement.

If the Senate faculty member is also being recruited by an outside non-UC institution, then the home and/or UC San Diego 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.

### e. Series Changes

A change in series is described as a current academic appointee's movement from their current academic series to a different academic series. Series change proposals are considered appointment files and should include all the components of an appointment file.