

Implementation Guidelines - Delegated Appointments for Assistant Professors

This is written to provide procedural guidelines for those Senate faculty appointments recently delegated to Academic Deans by the Executive Vice Chancellor and Provost. The Dean now has authority to approve appointments for the following:

Assistant Professor, Step I, II or III
Acting Assistant Professor, Step I, II or III

I. DOCUMENTATION REQUIREMENTS

The following documentation should be included in each delegated appointment file:

- Cover Sheet for Assistant I,II, and III Appointments (Document A)
- A Copy of the approval coversheet for the Recruitment Plan submitted to Academic Personnel via Affirmative Action.
- Copy of approved authorization for recruitment from Executive Vice Chancellor and Provost
- List of Documents found on the Appointment Checklist for Assistant I, II, and III Appointments (Document B)
- An affirmative action compliance statement signed by the Dean
- Retain candidate's publications at the department level with a cover list of accepted and submitted items

II. PROCEDURAL GUIDELINES

Chair's Responsibility: The review process in the Department should follow the same procedure as for other appointments. The Department Chair has overall responsibility for the process, which includes notifying the candidate, documenting and presenting the Department's recommendation, and forwarding the materials to the Dean. Recommendations for appointment must be based on a complete appointment file (see Document B).

Dean's Responsibility: The Dean has responsibility for approving the appointment, verifying that the position has been authorized for recruitment, for completing the affirmative action compliance form, and writing the appointment letter. Standard language for this letter must be used (See Document C).

Off-scale salaries: Deans have the authority to provide off-scale for assistant professor appointments.

Additional Information: If, after review of the file, the Dean's preliminary assessment is not to approve the appointment or to appoint at a different step than that recommended by the Department, the Dean should consult with the Department Chair to see if there is additional information to consider before making the final decision. Per Bylaw 55, the file must be returned to the department for vote on a higher step if applicable.

If the appointment is made within the above guidelines, Academic Personnel will not review Appointment or IC letters before they go to the candidate, unless asked to.

Office of Record: Academic Personnel will remain the office of record for these delegated appointments. The original appointment file, original signed accepted formal offer letter, and other documents required should be sent to Academic Personnel no later than four weeks after the offer has been accepted. An annual post audit of appointments will be done in consultation with CAP.



COVER SHEET FOR ASSISTANT PROFESSOR I, II AND III APPOINTMENTS

Dates for Routing:

Received/Sent
Dept. _____/_____

Dean _____/_____

To Be Completed By the Dean:

Concur with Dept Recommendation
DEAN'S APPROVAL: _____

Letter Attached (Optional)

NAME _____

DEPARTMENT _____ COLLEGE/SCHOOL/DIVISION _____

Highest Degree _____ Date Received _____

Name of University _____

Major Subject or Field _____

Years Towards the 8 Year Rule (for Assistant Professors) _____

APPOINTMENT STATUS

Step: _____

Salary : _____ (*total salary approved*)

Basis: Academic Yr. ____ /Fiscal Yr. ____ (Check One) Percentage of Appointment: IR __ % OR __ % CE __ %

Off-scale: _____ (*amount of off-scale approved*)

Effective Date of Appointment _____

Research Specialization _____



APPOINTMENT DOCUMENT CHECKLIST FOR ASSISTANT PROFESSOR I, II AND III
APPOINTMENTS

- | | | |
|-------|--|------------|
| _____ | Signed Appointment Letter | (Original) |
| _____ | Affirmative Action Compliance Report | (Original) |
| _____ | Affirmative Action Summary of Recruitment Statistics | (Original) |
| _____ | Departmental letter of recommendation (<u>include eligible faculty vote*</u>) | (Original) |
| _____ | Dean's Approval initials on copy of Cover Sheet or Dean's Letter | (Original) |
| _____ | Letters of recommendation (List #) | (Original) |
| _____ | Current signed biography and bibliography (UC format) | (Original) |
| _____ | Candidate's Vita | (Original) |
| _____ | Teaching Evidence (if applicable) | (Original) |

Employee Documents for Appointments:

The Department is the Office of Record for the following items and forms:

1. Surepay Authorization Form and its attachment
2. Federal and State Withholding Form
3. Employment Eligibility Verification (I-9) and its attachments
4. Oath of Allegiance/Patent Agreement
5. Affirmative Action Data Transmittal (Shred after PPS Data Entry)
6. Candidate's Publications with cover list of in press items

Following PPS Data Entry, forward the following forms to the Payroll Office and keep a copy on file (if applicable):

1. Statement of Citizenship (required from non-citizens of the USA)
2. Exemption from Withholding on Compensation (8233)
3. Tax Treaty Statement
4. Benefit Forms

*This document check list and its attachments are required by the Office of Academic Personnel. Please retain copies in the college.

STANDARD LANGUAGE FOR DELEGATED ASSISTANT PROFESSOR STEP I, II, AND III APPOINTMENTS

January 18, 2008

Dear Dr.:

Acting under the authority delegated by The Chancellor, I am pleased to approve your appointment as Assistant Professor, Step I/II/ III (off-scale), in the department/school/division of _____, Riverside campus, effective _____. Your total annual salary is \$_____ (full-time, AY/ fiscal year basis). The University of California Academic Personnel Manual (APM) has governing policies regarding your appointment, and can be accessed at:

<http://www.ucop.edu/acadadv/acadpers/apm/welcome.html>. Specific policies regarding your Assistant Professor appointment can be found in APM 220.

(Insert Initial Complement Language)

Upon appointment, the University has granted you eligibility status to apply for a faculty home loan under the University's Mortgage Origination Program (MOP) for you and your dependents to relocate to the Riverside area. You can access up-to-date information regarding this program at <http://res.ucr.edu/mopinfo.shtml>, or you can contact Mike Wicke via email at Mike.Wicke@ucr.edu or by phone at (951) 827-6677 for specific questions and qualifying amounts and time limits on this eligibility status.

The University will pay the allowable expense for removal of household goods and professional items to the Riverside area. Please see the brochure "[Family and Household Move Information for New Academic Appointees](#)" which defines allowable items and specific policies and procedures governing removal expenses paid by the University. This program must be used before the end of the first year of paid employment in order to be excludable from the employee's taxable gross income (see [Campus Policy number 650-31](#)).

All appointments are contingent upon the appointee being able to provide, in accord with Federal law, evidence of authorization to work in the United States. If you are not a permanent resident or U.S. citizen, please contact International Scholar Center via email at hadley.bajramovic@ucr.edu or by phone at (951) 827-6141 and Department/School/Division Contact in order to initiate the process for employment at UC Riverside. In addition to the initial complement funding described above, the department/school/division will provide up to \$8,000 for actual costs, if any, incurred in connection with the processing of your immigration services. This amount may not be utilized for any other purpose.

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To: Dr.
January 18, 2008

If the terms and conditions of this appointment as specified above are agreeable to you, please sign and return the enclosed copy of this letter. This offer will expire if I have not received your written acceptance by One Month from Date sent.

I wish to welcome you to the University of California Riverside Campus, and believe that you will find your responsibilities and opportunities here to be challenging and rewarding.

Sincerely,

Dean

ACCEPTED

BY: _____ Date

cc: Department Chair
Affirmative Action Office
Academic Planning & Budget
Academic Senate
Academic Scheduling
Katina Napper, Director of Academic Personnel
Mike Wicke, Office of Real Estate Services

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Sincerely,

Dean

ACCEPTED

BY: _____ Date

cc: Department Chair
Affirmative Action Office
Academic Planning & Budget
Academic Senate
Academic Scheduling
Katina Napper, Director of Academic Personnel
Mike Wicke, Office of Real Estate Services