

**UC Santa Cruz Faculty Recruitment Budget Authorization Policies**  
**Updated December 2012**

**Recruitment Authorization forms:**

A recruitment authorization form must be completed for any proposed ladder faculty recruitment. A recruitment authorization form, signed by the Campus Provost, must be on file in Academic Human Resources prior to the release of advertisements for any new position. This form, *Ladder Faculty Recruitment Request Form*, is distributed to the divisions at the beginning of each recruitment cycle. To obtain a copy of the form for your division, please contact Alice Burke in Planning & Budget at [aburke@ucsc.edu](mailto:aburke@ucsc.edu).

This form requires the following information:

- a) Department
- b) Subject-area focus
- c) Source of provision (new, open, replace)
- d) FTE number
- e) The proposed recruitment level, and if required, proposed upgrade
- f) Proposed start-up funds (detailed as noted below),
- g) Divisional contributions to salary and start-up

**Assignment of New Faculty Provisions - Implications for Permanent Budgets**

Provision numbers for positions *new* to the division will be assigned separate from, and in advance of the budgetary adjustments required to permanently allocate the dollars associated with the position in the division. This policy is subject to change due to budgetary considerations. After one year, regardless of the outcome of the recruitment, the provision will be transferred to the appropriate divisional account. Exceptions are centrally directed recruitment efforts where provision of the FTE is explicitly dependent on a successful recruitment outcome.

**Start-up funding**

Divisions will cover the first \$50,000 of start-up (including recruitment and relocation costs), times the number of new recruitments, plus 20% of any balance remaining. Central funds will cover 80% of the amount above the \$50,000 per faculty, averaged over the entire start-up requirements of each division. The CPEVC will discuss and agree with each dean what the overall maximum contribution by the center will be for a given year's recruitments. CPEVC matching funds will generally be allocated as a block at the end of the recruitment cycle. Extraordinary start-up commitments will be provided only after the new faculty member has been appointed.

Library start-up funds will be provided centrally per historic practice, although this practice may be reevaluated. The division will cover any library augmentations over this amount. Divisions are strongly encouraged to advise newly recruited faculty to use a portion of their start-up funds to support graduate research assistantship(s). Start-up packages should be all inclusive, incorporating all of the costs incurred by the campus to set-up new faculty, including office and/or lab renovations. Library start-up standards are as follows:

- \$6,000 in the Humanities
- \$5,000 all other divisions

- **Recruitment costs:** Are included in the start-up total.
- **Removal costs:** Are also included in the start-up total. University policy allows reimbursement for one-half the actual removal costs of candidates' personal effects and for 100% of relocating professional libraries and equipment that are moved to University facilities.
- **Library Start-up:** The Planning and Budget Office will convey library start-up funding directly to the Library for authorized searches at the time of appointment for designation by the appointee. If the appointee does not designate materials for purchase within one year of appointment, the Library will consult with the appointee's department to select appropriate materials. (Ultimately, the Library must retain authority over the materials to be purchased. For example, an appointee who suggests the purchase of a subscription to periodicals not currently carried by the Library would be asking for on-going expenses that would exceed the amount available. In such cases the Library is not obligated to over-extend its resources in response to the request).
- **Upgrades:** Although the Campus Provost retains the authority to approve ALL ladder faculty recruitments, the deans have been delegated the authority to *appoint* faculty from previously authorized recruitments, up to the Assistant Professor III level. In order to most effectively exercise this authority (and vastly improve response time), the dean's have been granted fiscal flexibility to address all salary adjustments within the authorized ranges. Effective July 1, 2009 the divisions retain all salary savings *up to* the Professor I salary rate in effect at the time (\$80,100 regular scale/\$98,500 engineering scale effective 10/1/2011)\*. In return, the division will cover all future salary upgrades (including off-scale and target of excellence appointments). The exceptions are 1) Baskin School of Engineering, which will receive some assistance to be reassessed annually, and 2) centrally-designated positions.

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\* The Academic TOS Policy is available at [http://planning.ucsc.edu/budget/policies/TOS\\_Policy\\_Academic.10-1-11.pdf](http://planning.ucsc.edu/budget/policies/TOS_Policy_Academic.10-1-11.pdf)