

March 6, 2014

DEANS  
DEPARTMENT AND PROGRAM CHAIRS

Re: Issuance of CAPM 101.000, Waivers of Open Recruitment for Senate Faculty Positions

Dear Colleagues:

I am pleased to issue the new campus policy involving waiver of open recruitment for Senate positions, which is effective immediately. [CAPM 101.000](#), Waivers of Open Recruitment for Senate Faculty Positions, replaces [CAPM 112.000](#), Target of Excellence Program, and [CAPM 108.000](#), Spousal/Domestic Partner Hire. Each of these two policies allows for a waiver of open recruitment to be granted for two distinct reasons; however, the process for each request is comparable, therefore a single policy was created to address these waivers. In addition, the key changes are as follows.

Senate Review:

- Adds the Committee on Academic Personnel as a reviewing body, in addition to the Committees on Planning and Budget and on Affirmative Action and Diversity.

Request for Authorization of a Senate faculty position:

- Requires departments to identify the anticipated rank and salary of the proposed appointee, but does not require that the specific step be included. That level of detail is more appropriately justified as part of the appointment file versus the proposal.
- Allows for divisions to either identify a vacant or request a forward funded FTE. (Current policy requires divisions use a vacant FTE for Target of Excellence hires.)

Additional Documentation to Support Proposed Candidate:

- In addition to submitting a Curriculum Vitae, the proposed policy requires the inclusion of “two to three sample publications or creative work.”

Revisions Specific to the Spousal/Domestic Partner Hire:

- Changes the eligibility requirement for a waiver of recruitment under the current Spousal/Domestic Partner policy from “holds a written competitive offer for a ladder-rank appointment from either a UC campus or from a UC-comparable institution, or who is already employed in a ladder-rank position at another UC campus or a UC comparable institution” to “meets the qualifications and requirements for appointment at UCSC.”
- For retention-based requests, changes requirement for “written outside offer” to an explanation of the retention situation by the dean of the division where the retention issue exists.

Revisions Specific to the Target of Excellence (TOE):

- Strengthens requirements for TOE. Candidates must be of “eminence,” “unusual distinction,” and “bring prominence to the department.”

- Sets expectation that the TOE appointment file contains substantial evidence that the candidate is truly distinguished as established by external letter writers who are independent from the candidate and themselves distinguished.

CAPM 101.000, Waivers of Open Recruitment for Senate Faculty Positions, is available on the Academic Personnel Office website.

Sincerely,



Alison Galloway  
Campus Provost and  
Executive Vice Chancellor

cc: Chancellor Blumenthal  
Academic Senate Chair Konopelski  
Vice Provost Lee  
Employee and Labor Relations Manager Mayne  
AVC Peterson  
Academic Senate Office  
Administrative Records  
APO Analysts  
Assistants to MRU and ORU Directors  
Department and Program Managers  
Divisional Academic Personnel Coordinators