

## NEW APPOINTMENTS – ASSISTANT PROFESSOR

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### definition

An appointee in the professorial series should have duties in teaching and research.

### general information

- Appointments are for two year terms.
- Members of the Academic Senate.
- Begin date is July 1<sup>st</sup> (if visa issue contact Jessica AT X57506).

### references

- UCLA's new appointment policy can be found at the [Call, SoP #4](#).
- UC's appointment policy can be found at [APM-220](#).
- UCLA's voting rights policy can be found at the [CALL, Appendix 4](#).

### dossier submission

- Original + 1 copy of entire dossier & [Search Form #2](#) & [Search Form #3](#)

Assistant Professor Data Summary Cover Page

Data Summary, Page 2 (Vote Page)

Data Summary, Page 3 (Biographical Data/Prior Status)

Departmental Recommendation

- Written by Chair, a report on the faculty vote and their recommendation.

Chair's confidential letter (if applicable)

- Giving Chair's own opinion

Ad hoc/Search committee Report

- Best practice – signatures on separate page

Extramural (outside) evaluators list

- Use HSSEAS template.
- A brief one paragraph biography is required for each evaluator. Important to add if they are NAE, NAS, etc.

Sample solicitation letter

Statement of Confidentiality

Extramural letters

- Please follow guidelines for order of letters

Candidate CV/Bibliography

Research/Teaching Statement

### publications and teaching evaluations

Publications are submitted to the Dean. In publication box, on top of the publications, place one copy of the "Inventory" ( listing all the publications), with checkmarks to the left for each publication submitted.

### **routing and approval**

The HSSEAS APO Director will inspect, analyze, and recap the case then forward to the Dean for review. The Dean will give a recommendation; the case will then be forwarded to APO. APO will forward to CAP for their recommendation and finally it will go to the Vice Chancellor for final approval.

### **dat**

The action must be entered in DAT before submitting the case to the Dean's office.

### **edb**

New appointments are indefinite and carry a "999999" end date. Professional series employees are paid from Sub 0, these transactions are subject to the HSSEAS fiscal close "freeze" periods. Please follow the year-end instructions to add these actions at the appropriate time. When approved, please follow the steps in the EDB manual, [C2.0 EDB ACADEMIC ACTIONS - APPOINTMENT PROCESS](#).

### **HSSEAS APO contact**

If you have any questions at all about new appointments, please contact the HSSEAS APO Director at x57506.