

## NEW APPOINTMENTS – ASSOCIATE & FULL RANKS

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### definition

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

### general information

- Members of the Academic Senate.
- Begin date is July 1<sup>st</sup> (if visa issue contact HSSEAS APO Director).

### 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](#)

Associate & Full Professor Appointment Data Summary Cover Page

Data Summary, Page 2 (Vote Page)

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 bio. paragraph is required for each evaluator. Impt. to add if they are NAE, NAS, etc.

Sample solicitation letter

Statement of Confidentiality

Extramural letters

- Please follow guidelines for order of letters

Student evaluators list

Sample solicitation letter

Statement of Confidentiality

Student 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.