

ASSISTANT PROFESSOR – APPOINTMENT

Definition

Per APM 220, the professorial series is used for appointees who are members of the faculty of an academic or professional college or school of the University who have instructional, as well as research, University, and public service responsibilities.

Search Procedures

Visit the Office of Equity, Diversity and Inclusion website for instructions. All searches must be processed via [UC Recruit](#).

General Information (see [The CALL-Regular Professor Series](#))

- Assistant Professor rank at UCLA uses Step I-VI
 - Assistant Professors should not be hired at steps IV, V or VI, unless they are transferring from another UC campus
- An Assistant Professor is appointed for a two year term
- Appointments begin July 1st, November 1st or March 1st (with approval)
- Required Reviews: Renewal of Appointment; Merit; Fourth Year Appraisal; and Eight-Year Limit
- Eligible for Time off the Clock (TOC). When TOC request is approved, it defers the Fourth Year Appraisal (unless TOC occurred after the 4th Year review) and Eight Year Limit Review.
- Appointees to all ranks are members of the Academic Senate
- Additional procedural information can be found in [The CALL, Summary of Procedures #4](#)

Other Considerations

- When the candidate's Ph.D. is pending:
 - If the candidate has not completed the requirements for the Ph.D., the appointment must be made as an Acting Assistant Professor (see [The CALL, Acting Professor Series](#))
 - The Acting Assistant Professor appointment is for one year, but can be renewed for a second year
 - When the Ph.D. degree is conferred, a copy of the certificate of completion must be sent to Luskin. analyst. If the Ph.D. degree is conferred on or before the service date of the quarter, the title change is effective the first day of the quarter (7/1, 11/1, or 3/1).
- Not a US citizen or Visa issues:
 - If the candidate is not a US citizen or permanent resident, the department coordinator should contact the [UCLA, Dashew Center for International Students and Scholars](#) for answers to questions about visa status, employment restrictions and requirements, etc. Such issues should be resolved before the dossier is sent to Luskin.

Submit the following to Luskin:

- ☐ Original plus one (1) single-sided copy of the dossier.
- ☐ Two (2) copies of the Off Scale Analysis.
- ☐ Search Documents: Follow procedures per UC Recruit

Dossier Contents in the order below:

- ☐ **Assistant Professor [Data Summary cover page](#)**
 - Check all applicable categories in the Type of Review section
 - If the candidate will be affiliated with another department on a without salary basis, check the Joint Appointment box and notate the secondary department
 - For the candidate who is currently employed at UCLA, complete the Present Status section
 - Complete all fields in the Proposed Status section
 - Annual salaries must be taken from [Table 1: Faculty – Ladder Ranks – Professor Series, Academic Year](#)
 - Salary above the proposed rank and step is an off-scale salary
 - The Dean can approve a proposed annual salary up to and including the next step. All other off-scale salary requests require Vice Chancellor approval.
 - Salary must be rounded to the nearest \$100
- ☐ **Assistant Professor [Data Summary Vote page](#)** (for guidelines, see [The CALL, Appendix 4](#))
 - Be specific as to the motion voted on and the proposed effective date
 - There should be separate votes for cases involving additional reviews, such as joint appointment
 - The sum of the vote tally must equal the number eligible to vote

- Votes must add up and match the Departmental Assessment/Director's letter
- ☐ **Data Summary, page 3**
 - Complete:
 - The Biographical Data section
 - The Status Prior to Appointment section, indicating the candidate's salary
 - If applicable, the "Information Concerning Individuals Supervised by Candidate"
- ☐ **Department Assessment/Recommendation Letter** (see APM 220-80-e for more information)
 - This is the letter setting forth the department's recommendation, written under the Chair's signature
 - The first sentence **must** include the candidate's name, action, proposed rank and step, salary and whether the rate is off-scale, vote and effective date
- ☐ If applicable, **Chair's individual recommendation** (submit in a separate letter)
- ☐ If applicable, **Departmental ad hoc or standing committee report**
- ☐ **List of Extramural (outside) evaluators solicited** ([table format](#))
 - List all evaluators solicited, even if they did not respond
 - The list must indicate if the evaluator was suggested by the candidate, department, or both
 - A brief biography is required for each evaluator
- ☐ **Department's sample solicitation letter with Statement of Confidentiality**
 - A [sample solicitation letter](#) and the [Statement of Confidentiality](#) can be found in The CALL
 - You may NOT change any part of the statement of confidentiality. It must be copied into a solicitation letter, or supplied as an attachment in this exact text.
 - Write "Sample solicitation letter" at the top
- ☐ **Extramural (outside) evaluation letters** (see [Helpful Hints](#) for more information)
 - All solicited letters received must be included in the dossier, including declinations
 - For evaluators who respond via email, include the first page of the email
- ☐ If applicable, **Department's Unsolicited sample solicitation letter with Statement of Confidentiality**
 - If an unsolicited letter of evaluation is received, a letter should first be sent to the writer setting forth the Statement of Confidentiality ([The CALL, Summary of Procedures #10](#)) and asking that individual to respond whether in light of this University policy the letter should be included, revised, or returned. If no response is received by an assigned date, it is assumed that the writer agrees to the inclusion of the letter.
 - Write "Unsolicited" at the top right corner of the sample letter
- ☐ If applicable, **Unsolicited letters**
 - All unsolicited letters received must be included in the dossier
- ☐ **Candidate's current CV and publication list**
- ☐ If submitted, **candidate's research and teaching statement(s)**
- ☐ **UC Recruit Search Report** (one copy only)

Opus

Initiate the action and track the case by entering the appropriate dates in Opus as the case progresses. Make sure the action proposed is correct, and all of the information is entered. Submit the action to the Dean's Office queue before the hard copies of the dossier are delivered to the Dean's Office.

Publications and Teaching Evaluations

If the candidate has provided these to the department, they should be available upon request by the Dean.

Routing and Approval

The Luskin analyst will inspect the case then forward it to the Dean for review. The Dean has final approval authority for all Assistant Professor appointments. The Vice Chancellor has final approval authority for off-scale salaries beyond the Dean's authority (salaries higher than the next step). When the necessary approval(s) have been obtained, the Luskin analyst will follow internal protocol and notify the department.

