

May 24, 2024

ACADEMIC DEANS
CAMPUS PROVOST AND EXECUTIVE VICE CHANCELLOR KLETZER

Re: Recommendations for Off-Cycle Hire Requests

Dear Colleagues,

The Committee on Planning and Budget (CPB) reviews three types of off-cycle hires in addition to the normal FTE call:

1. Spousal/Partner Waiver of Open Recruitment requests
2. Target of Excellence Waiver of Recruitment requests
3. Off-Cycle Second Hire Recruitment requests

CPB [guidelines are available](#) outlining best practices for submission of supporting information for each request type. This document provides overarching recommendations for off-cycle hires generally but does not supersede the recommendations in the existing memos. With the implementation of the Divisional Resource Model in 2023-24, several aspects of hiring have changed. To facilitate timely and informed recommendations from CPB, the following criteria and best practices should be applied for all off-cycle hires. CPB reserves the right to return requests without review if documentation and justification for the request is inadequate.

Timing of the Request

There are many circumstances leading to an off-cycle request; in the case of a partner or second hire, the request logically follows an open recruitment. In other cases, such as an unexpected separation or unique opportunity (such as a Target of Excellence hire), a compelling argument should be put forward for the urgency of the request, explaining why the proposed hire cannot be included in the normal FTE process.

Impact on Existing Plans

Both the department and division should place the off-cycle request in the context of the departmental and divisional plans. Is the position identified in the decanal 3-year FTE plan? Is the position justified in departmental self-studies? If not, then there should be clear and compelling arguments for how the proposed hire would advance the department, division, and campus priorities.

Resource Implications

While proposed costs for start-up, renovation, and faculty recruitment allowance are part of the package, there should be justification for non-standard costs (i.e. requesting more than the campus guidelines for Faculty Recruitment Allowance (FRA), very large start-up budgets, etc.).

It is helpful for CPB if costs are contextualized within the subdiscipline or field. Space should clearly be identified (both office and lab space) ideally with office/lab room numbers but at minimum with a declaration that space has been identified. If not available immediately (for example if the off-cycle hire is contingent on a retirement or separation), the anticipated timeline for the space becoming available should be included.

Diversity

On-cycle hires benefit from a critical evaluation of a large pool of candidates, and for some cases (second hires) the candidate has been evaluated against the [UCSC starting rubric](#) for evaluating DEI statements. For other off-cycle hires, the candidate should be considered using the same criteria. CPB is particularly interested in documentation regarding whether an off-cycle hire contributes in specific ways to the campus goal of diversifying the faculty.

Sincerely,



Raphael Kudela, Chair
Committee on Planning and Budget

cc: Assistant Deans
Department Managers
Cynthia Larive, Chancellor
Herbert Lee, Vice Provost for Academic Affairs
Grace McClintock, Assistant Vice Provost for Academic Personnel
Maureen Callanan, Co-Chair, Committee on Academic Personnel
Susan Gillman, Co-Chair, Committee on Academic Personnel
Gabriela Arredondo, Chair, Committee on Diversity, Equity, and Inclusion
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