

September 23, 2020

TO: Research Division Directors and Business Officers

FR: Joseph Incandela  
Vice Chancellor for Research



RE: Revised Review Process for Staff Job Openings in Research Division

The campus has recently announced that the centralized review process for staff positions that was announced on April 24, 2020 has been delegated to each divisional Vice Chancellor. Although this delegation provides all divisions with more flexibility, we still must be proactive to manage our resources and cautious when filling vacant positions. Because of this, the Research Division will continue to implement a similar review using the criteria and process outlined below.

**Review Process for Staff Positions:**

If a vacant staff position is determined to be mission critical and/or essential to business operations:

- Submit a [Research Division - Job Opening Request](#) form in DocuSign.
- The request form will automatically route to the ORU/Center Director for approval, it will then be routed to the Office of Research via Jane Kittle, Chief Financial Officer.
- After a careful review of the request and if determined to meet the criticality threshold, you will be notified if the request has been approved for recruitment by the Vice Chancellor.
- If the request does not meet the threshold, the form will be returned to the requestor.

When completing the “Rationale for Filling the Job Opening” section of the form, please address the following set of questions:

- Is the role mission critical and/or essential to operations? Please describe.
- Will a deferral in filling the position result in significant operation disruption or place compliance at risk? Please explain.
- Is this a permanently funded position? If not, what funding source do you plan to utilize to cover the additional cost? Were these costs incorporated into your FY21 operating budget projections?
- Are there any qualified interim existing staff that could take on the additional duties? If not, are there any other temporary solutions that could address the immediate staffing need until the campus has better visibility on the budget situation?
- If approved, are you planning to first advertise this vacancy via the Temporary Work Opportunity Program ([TWOP](#))? Please describe your recruitment plan.

(Note: please submit any supporting documents such as an organization chart to help support the rationale.)

### **Hiring Actions Exempt from this Divisional Review Process:**

- Casual restricted student positions.
- Limited appointment positions in the Student Intern and Non-UC Student titles
- New and extended Rehired Retiree limited appointment positions
- New or replacement career, contract or limited appointment positions funded entirely by extramural grant or gift funds where the funds cannot be used for any other research, programs or projects
- Extension of same employee in a limited appointment position - not to exceed 1000 hours
- Transition of GSR employees into short-term, limited appointment SRA positions (no break) for the purpose of continuing research on same project
- Conversion of limited appointment position to career status that was filled through a formal open recruitment process
- Industry standard contract positions of 12 months duration or less (i.e. coaches, physicians, fundraisers)
- Extension/renewal of same employee in a contract appointment position

### **Review of New Academic Employee Openings:**

Please see below for relevant information regarding the Academic Personnel review process for academic employees:

- There are no changes to the current processes for hiring non-instructional academic employees (*e.g., professional researcher, project scientist, specialist, postdoc, Graduate Student Researcher, academic coordinators, etc.*) paid on extramural funding.
- Prior approval will be required for the hiring of non-instructional academic employees paid on state funds. The department will need to complete the [Academic Employee Job Opening Request form](#). The request form, including the departmental endorsements, should be submitted to June Betancourt in Academic Personnel ([june.betancourt@ucsb.edu](mailto:june.betancourt@ucsb.edu)) for further routing and review. If the request is approved, a copy of the finalized Academic Job Opening Request form must be submitted with the appointment case.

I sincerely appreciate your help in navigating this extremely challenging time in a way that ensures thoughtful financial planning and responsible budget management.

cc: Jean Jones, Assistant Vice Chancellor for Research  
Jane Kittle, Divisional Finance Manager, Office of Research  
Raphaëlla Nau, Organized Research Unit Analyst