

**UC SANTA CRUZ REQUEST FOR AUTHORIZATION TO CONDUCT A LADDER FACULTY SEARCH**

This form provides details regarding the terms of Campus Provost authorization for a ladder faculty recruitment. Information provided here will serve as an agreement regarding level of recruitment, salary upgrade requirements, start-up costs, and any cost sharing between the Division and Central funds. This document, when signed, will also serve as budgetary authorization to release appropriate funds upon successful completion of the search. Note that any subsequent changes that result from either reframing the recruitment and/or negotiations regarding offers to specific candidates will require an amendment to this document, if it requires an adjustment to the anticipated contribution of Central Resources.

**Recruitment Year:** \_\_\_\_\_ **CycleType:** Annual  Off-Cycle  Re-recruit

**Department:** \_\_\_\_\_ **Subdiscipline:** \_\_\_\_\_

**State Justification for Requested Search:** (Include discussion of anticipated hiring area, opportunities for interdisciplinary activities, research focus, conformance with divisional academic plan, special start-up requirements.)  
*If preferable, this statement can be attached.*

**Discuss Space Needs and Accommodation:**

**Source of FTE (select one):** **Provision #**  
**Open Provision in Division** (for currently occupied positions fill in below): \_\_\_\_\_  
 Name/Rank of present occupant: \_\_\_\_\_ Vacancy Date: \_\_\_\_\_  
**Create from Divisional TAS:** (Planning & Budget will provide #) \_\_\_\_\_  
**Create from authorized central funds:** (Planning & Budget will provide #) \_\_\_\_\_

**Appointment Level and Salary**

	<u>Rank</u>	<u>Step(s)</u>	<u>Salary Cost</u>	<u>Salary Contributions [1]</u>	
				<u>Division</u>	<u>Central</u>
<b>Division Request:</b>	_____	_____	_____	_____	_____
<b>EVC Approved:</b>	_____	_____	_____	_____	_____
<b>Faculty Start-up:</b>	<u>Requested</u>	<u>Division Contribution</u>		<u>Central Resources</u>	
Individual	_____	_____		_____	
Library	_____	_____		_____	
<b>TOTALS</b>	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

**Approved for Search**  
 \_\_\_\_\_  
*Executive Vice Chancellor* \_\_\_\_\_  
*Date*

**Not Approved for following reason(s):**

**Routing:** CPEVC \_\_\_\_\_ Planning & Budget \_\_\_\_\_ Academic Human Resources \_\_\_\_\_

[1] Base salary to Associate Prof I plus any upgrades. The Division column should include provision for the base salary for any divisionally held provisions or TAS conversion positions, plus divisional contribution to upgrade.