

November 18, 2008

DEANS of SCHOOLS, COLLEGES, and DIVISIONS
CHAIR, ENERGY & RESOURCES GROUP
DIRECTOR, NEUROSCIENCES INSTITUTE
VICE PROVOST, ACADEMIC PLANNING & FACILITIES

TARGET YEAR 2010-11 FACULTY RECRUITMENT PROCESS

This correspondence describes the key elements of the 2008-09 faculty recruitment review process for 2010-11 faculty appointments. Please use it to guide the preparation of your proposal.

Once again, the faculty recruitment and the operating budget review processes will be conducted independently of one another. Guidelines and instructions for the operating budget process will be distributed separately later in the year.

The EVCP control unit was assigned a \$9.1 million permanent base budget reduction for fiscal year 2008-09. Since then we have learned that the campus has been assessed a mid-year cut of approximately \$15 million as well. Although the Chancellor has indicated that he will absorb the mid-year cut temporarily, at this time it is unclear how he will ultimately assign the mid-year cuts. Clarification will be provided in the operating budget process for fiscal year 2009-10. In preparation for an anticipated additional budget reduction, we are limiting the total number of searches in 2009-10 (appointment effective July 1, 2010) to approximately 25.

This two-year reduction in faculty recruitments is expected to impact the ability of a unit to adequately mount its curriculum. Beginning next year, we assume that temporary academic staffing (TAS) needs will increase as the regular faculty ranks decrease. I want to assure you that the campus' commitment to the instructional programs continues. An *ad hoc* committee of deans and campus administration will review the projected impact of the budget reductions on TAS and model possibilities for equitable, transparent, and efficient use of TAS resources.

Given the small number of 2009-10 faculty searches, the goal for this year's faculty recruitment review is to minimize the work needed to prepare your request. Thus, we ask that you modify last year's submission, indicating how and why there is a change. If nothing has changed, please so note and resubmit last year's request.

During last year's review, in addition to the historic request for faculty positions, you were asked to provide a prioritized list that consisted of both new positions and extended authorizations. Again we ask you to rank order this year's combined requested new positions with extended authorizations (one list) and provide that information on Form III. (See the instructions for completing the new Form III in the *Guidelines* attachment.)

Your proposals for new FTE should recognize the need of the campus to increase the proportion of total appointments made at the nontenure level. Requests for senior recruitment will require specific and compelling explanation.

While instruction, research, and programmatic needs must be primary factors in your justification for faculty recruitment, you should also consider the campus' goal of increasing the number of women and underrepresented minorities on the faculty. You may contact the Faculty Equity Office for information on this year's self-study survey.

Except for the director, all Energy Biosciences Initiative (EBI) positions count against the target of the successful candidate's home department. If a unit is already at target, it may request a lien against the next tenured separation.

The departmental affiliation and space/facilities accommodations for both the New Initiative Centers (NICs) and the Berkeley Diversity Research Initiatives (BDRIs) will follow the successful candidate, whose appointment provides an automatic increase in the department's target so long as the appointee remains in that department. The director overseeing each of the NICs and BDRIs should present a request for target year 2010-11 to the Vice Provost for Academic Planning and Facilities, who functions as "dean" and, in this capacity, reviews the proposals and submits her recommendations for campus review.

As usual, deans are asked to clearly indicate in your faculty recruitment plan the positions and resources you support and those you do not support. Resources include space, animal housing needs, and start-up. Units participating in the NIC and BDRI multidisciplinary initiatives should include BDRI and NIC positions in your overall rank ordering. Please use the new Form III to summarize this ranking. This year you are asked to provide anticipated start-up information for each position you want to search in 2009-10. A new Start-up workbook is included for this purpose. Vice Provost Zedeck will use the information you provide in his start-up negotiations next year.

Business and Law are authorized to recruit non-19900 faculty positions and should provide an academic plan that includes both the State-funded and the non-State-funded positions. However, only State-funded recruitments will be authorized in this review cycle. Requests for non-19900 recruitment positions will be considered in a separate process, which will follow completion of the State-funded review.

Units that have recently completed an academic program review are instructed to discuss, in their annual faculty recruitment request, their progress toward accommodating reviewer recommendations. Deans are asked to comment on this progress. If this directive applies, please clearly identify this section of your proposal.

In last year's review you were asked to discuss undergraduate and graduate enrollment trends, major and non-major workload considerations, opportunities for teaching outside the unit, and ladder-rank versus temporary faculty staffing requirements. For this year's review, note only significant changes from data in last year's submission.

The campus review of unit workloads is based on Cal Profiles data. You are asked to use Cal Profiles data in developing your faculty recruitment requests, if you are not already using this data source.

Management of campus animal housing and procedural space is the responsibility of the Director of the Office of Laboratory Animal Care (OLAC). No commitment of centralized animal housing or procedural space can be made without prior consultation with the director. Chairs of faculty searches that involve or may potentially attract faculty that will need space in centralized animal facilities should contact the OLAC director (or the CARSA chair, Professor David Raulet) as soon as needs are anticipated and certainly before any offers that imply a commitment of animal space are made. You are asked to refer to Attachment 7 and to indicate any recruitments, both current and requested, that might require animal housing on Form II (current searches) and Form III (requests).

To provide a foundation for your deliberations, we are enclosing the following documents:

- Your unit's September 2008 Academic Breakdown Report Detail.
The Academic Breakdown Report provides budget data for your permanent incumbent faculty. Please note that for fiscal year 2008-09 the official census month is October 2008. However, we are using September 2008 as the "starting point" for this year's faculty FTE review. The report can be downloaded from BAIRS by your unit.
- List of deferred searches.
If your unit has currently authorized but deferred search positions, a list is provided.
- Guidelines for preparing faculty recruitment proposals.
- FTE Forms.
Please use the Excel workbook available from the Campus Budget Office website to summarize the most current information about projected separations (Form I), current recruitments (Form II), and proposed faculty searches and priorities (new Form III). The full list of positions requested by the departments will be useful information as we note which departmental requests you consider to be priorities and which can be deferred. The full listing may also be used to spot overarching campus needs. You are asked to submit the Forms I, II, and III workbook electronically to budget@berkeley.edu as well as in hard copy.
- Start-up Forms.
If your unit receives campus support for new faculty start-up, please identify anticipated start-up needs for each position requested for a search in 2009-10. Start-up is an Excel workbook available from the Campus Budget Office website. You are asked to submit start-up forms to budget@berkeley.edu as well as in hard copy.
- Information on animal housing and procedural space.

The 2008-09 Final FTE exhibit will be provided upon request. The current incumbent faculty profile report is changed to a biennial report. One will be provided for the target

year 2011-12 review. Departmental requests and deans' proposals should be submitted to my office in hard copy by Wednesday, **January 7, 2009 (six copies, total)**. Please ask your units to submit all forms. If no separations, searches, or requests are anticipated or ongoing, the unit should enter "None" on the appropriate Form I, II, or III. This notation will make the unit's intention clear to reviewers.

Timeline

Call for TY 2010-11 FTE requests to deans/directors	November 18, 2008
FTE recruitment submissions DUE	January 7, 2009
Notification of FTE recruitment authorizations	June 2009

Please contact Marcia Kai-Kee (642-1652, marcia@berkeley.edu) or Pamela Egashira (642-8472, pegas@berkeley.edu) if you have questions or comments. A copy of this call letter and the FTE Guidelines, the Microsoft Excel workbook containing Forms I, II, and III, and the Microsoft Excel Start-up workbook will be available for downloading from the Budget Office website at <http://budget.berkeley.edu/budgetprocess/index.html> . Alternatively, you can contact Pamela Egashira.

George Breslauer
Executive Vice Chancellor and Provost

cc: Vice Provost Zedeck
Budget Committee
CARSA Chair Raulet (Call, Guidelines, Attachments 3 & 7)
Associate Vice Provost for Faculty Equity Stacy (Call & Guidelines only)
Vice Chancellor for Administration Brostrom (Call & Guidelines only)
Acting Associate Vice Chancellor for Administration Costantinidis (Call & Guidelines only)
Vice Chancellor for Equity and Inclusion Basri (Call & Guidelines only)
Associate Vice Chancellor for Research Price (Call & Guidelines only)
Director Diggs, Office of Laboratory Animal Care (Call, Guidelines, Attachments 3 & 7)
Sr. Budget Coordinator Kai-Kee
Attachments