

## **Guidance for Internal Recruitments**

*We offer sample language for internal recruitments because the Salary Range field is required.*

### **Part-Time Faculty Administrative Appointments**

Deans' Offices will need to review and confirm details for the expected incentives for a part-time faculty administrator role. For example, a dean's office reasonably expects to offer (e.g., stipend, summer ninths, course release, academic enrichment funds, etc.) for a department chair role. Apply the same concept for other part-time faculty administrative roles.

#### **Sample Language:**

Salary Range field: INTERNAL RECRUITMENT TO UC DAVIS ONLY. The [Insert] role will include the following additional incentives: [Insert].

*Example: INTERNAL RECRUITMENT TO UC DAVIS ONLY. The department chair role will include the following additional incentives: \$10,000 annual stipend, one course release, and \$10,000 placed in an academic enrichment fund.*

### **Standard Endowed Chairs/Professorships**

Departments and Deans' Offices will need to review details found in donor documents and confirm past practice about how endowment funds are to be used by the holder (e.g., teaching, research, service, etc.).

#### **Sample Language:**

Salary Range field: INTERNAL RECRUITMENT TO UC DAVIS ONLY. The [Insert] Endowed [Chair/Professorship] provides additional funding to a current UC Davis academic appointee in the [Insert] series. The additional funding may support the endowed chair holder in areas of [Insert] directly related to the purpose of the endowment.

*Example: INTERNAL RECRUITMENT TO UC DAVIS ONLY. The Academic Affairs Endowed Chair provides additional funding to a current UC Davis academic appointee in the ladder rank series. The Additional funding may support the endowed holder in areas of teaching, research, and service activities directly related to the purpose of the endowment.*