

**Instructions
New Faculty Hires and Declined Offers**

**ALL GENERAL CAMPUS UNITS
INCLUDING THE SCHOOL OF VETERINARY MEDICINE**

Overview

These instructions should be used to complete the ***Data Collection Form for Reporting New Faculty Hires and Declined Offers***

This information is used by both the Office of Resource Management and Planning (ORMP) and the Office of the Vice Provost for Academic Personnel for several university required reports as well as to assist the Provost and Executive Vice Chancellor in the overall management of academic personnel and related budget issues. Successful completion and submission of the requested information means that your unit will not be asked for this information again.

INSTRUCTIONS FOR COMPLETING THE FORM

SECTION 1A – POSITION ACCEPTED

- This section asks for basic payroll information about the candidate and the name of his/her previous home institution. It should only be completed for successful hires.

SECTION 1B – POSITION DECLINED

- Use this section only when an offer is declined.

SECTION 2 - PROJECTED START UP EXPENDITURES (ALL COSTS)

- This part of the form should be completed regardless of whether the position was accepted or declined. It summarizes all of the campus costs associated with an offer without regard to fund source.
- When exact costs are not known make an estimate. If a large portion of the cost must be estimated, please include an explanatory note in the e-mail used to transmit this form.

SECTION 3 - COST SHARES FOR ELIGIBLE COSTS

- Under the campus cost sharing formula, responsibility for costs in certain categories is divided by formula between the department, the dean's office, and the central campus. Costs eligible for cost sharing are noted in this section and come directly from Section 3.
- The cells in lines 15 through 17 have the cost sharing formula embedded in them. You will note that as you complete Section 3 these amounts will be automatically determined. Please do not alter these formulas. At the bottom of the electronic version of the Data Collection Form, notes have been added that explain how the shares are calculated.
- This section will be automatically completed for both successful and unsuccessful recruiting efforts.

SECTION 4 - PROJECTED PAYOUT SCHEDULE (ALL COSTS)

- This section should be used to estimate the actual payout of the projected expenditures for the hire/retention described in the other sections of the form.
- Complete this section only for accepted positions.

Section 5 - PREPARER INFORMATION

- This portion of the form should be completed by the person who has primary responsibility for preparing the form. If clarification or additional information is needed about a completed form, this information will be used to contact the preparer.

SUBMITTING A COMPLETED FORM

- *This form should be completed and submitted within 30 days after an offer is accepted or declined.*
- Once the form is completed, please submit by e-mail to each of the following:

ORMP: "Lindy S. Watts" lswatts@ucdavis.edu

and

Academic Personnel: "Everett Wilson" ewilson@ucdavis.edu

- Also, please send a hard copy of the tentative offer letter (TOL) to Lindy Watts in the Office of Resource Management and Planning.

This information will be used to provide further detail on individual start up costs when requested by campus administration