

**Clarification and Guidelines Regarding UC Berkeley Campus Practice on Multiple Senate  
Faculty Offers Arising from a Single Search**  
*September 2019—Effective immediately*

**Rationale and Purpose**

Any search authorized for the recruitment of new Senate faculty is done so for the recruitment of a single individual. In the course of such searches, it sometimes arises that the searching unit identifies more than one individual to whom it would like to extend an offer; that is, it essentially wishes to make multiple offers on a single search authorization (colloquially known as a “two-fer,” although in some instances units have sought three or four additional offers from the same search). To make multiple offers, the unit needs to make an off-cycle request for the additional slot(s). By long-standing campus practice, such requests can be made and are not infrequently granted. Recently, though, there has been a virtual explosion in such requests. Typically, these requests are justified by saying that this is the best pool of candidates ever and that the University would be remiss not to seek to make multiple hires. As a matter of extreme-value statistics, it is questionable that we should truly be blessed to live in an era of “best pools ever” across so many different fields and, in some fields, repeatedly so year after year; hence, encouraging greater sobriety seems warranted.

Beyond statistical skepticism, other reasons to bring more discipline to the two-fer process are (i) that two-fers, like any off-cycle FTE request, increase the challenge of rationally allocating positions via the normal on-cycle allocation process; (ii) they represent a budgetary challenge, one position has been budgeted for a given start date, but more need be paid for; and (iii) they have the potential to create problems with regard to a unit’s (or, in some instances, campus’s) long-run and/or strategic planning.

This document sets forth (i) the conditions that affect whether two-fers will be entertained; (ii) the cost or accounting of two-fers; and (iii) other expectations as regards two-fers.

**Conditions for Entertaining Two-fers**

The following are the conditions under which a two-fer request will be entertained. Please, however, note that “entertained” is not the same as “will be granted”; campus reviewers and the administration reserve the right to exercise discretion (*i.e.*, the following conditions should be understood as necessary for a two-fer to be granted, but not sufficient).

1. **Fast-moving market.** In some fields, especially for entry-level appointments, the market moves very quickly; hence, were a unit to wait until its first choice made up her/his/their mind, there is a reasonable probability that its second choice would no longer be available should the first choice say no. When a unit can
  - a. provide evidence that the market is fast moving; and
  - b. its past experience or other information indicate that the expected (likely) yield from two offers is considerably less than two,then a “fast-moving market” is understood to constitute a reasonable justification for a two-fer request.

2. **Unanticipated separations in the unit.** It can happen that between the time a unit has been granted a search and the search conducted that the unit has suffered a faculty separation (a death, retirement, retention loss, termination) or it is clear that there will be a separation in the near-term (*e.g.*, a signed pathway to retirement agreement or a denial of tenure). In such cases if
  - a. the separation is in the area of the search or the proposed two-fer candidate can otherwise fill the educational gap the separation creates; and
  - b. the campus agrees that the separating faculty member should be replaced (NB: such agreement is automatic if the separation is a pre-tenure separation satisfying certain conditions),

then such a separation is understood to constitute a reasonable justification for a two-fer request. In some circumstances, a separation, even if in a different area than the search, could be grounds for a two-fer request if the area of search is clearly a growth area/priority of the unit and the area of separation is not a priority area (*e.g.*, the separating faculty member studied issues of steam locomotive efficiency, the search is in robotics, and the unit in question has made a decision to shift focus away from 19th-century to 21st-century technologies).

3. **Partner hire.** In a few cases, the two-fer request is for the leading candidate's partner. A "partner two-fer" will nearly always be entertained.
4. **Truly exceptional additional candidate(s).** Recognizing that the campus will be taking a more jaundiced eye to claims of truly exceptional additional candidates, this nonetheless remains a justification for requesting a two-fer. The evidence, however, must be compelling (*e.g.*, the additional candidate's letter writers all identify her/him/them as the best student/post-doctoral fellow they have ever trained).

In addition to needing to meet one or more of the four conditions above, a two-fer request must also satisfy the following:

5. **Two (or more) candidates are needed in the search area.** It must be that hiring two (or more) faculty in the area of the search meets departmental needs and is consistent with the unit's hiring and/or strategic plans (although, given a fast-moving-market justification and expected yield closer to one than two, this condition might not be as critical). For this reason, units that have not supplied recent hiring/strategic plans are unlikely to be granted two-fers. Given that all slots count, a unit must acknowledge that, were it to hire both (all) candidates, this would likely reduce the number of and speed with which future faculty positions are received, even if those future positions are in priority areas for the unit.
6. **Be a high priority *vis-à-vis* other unit priorities.** Related to the last point, a unit must indicate the priority it assigns a second (or more) position in the area of search *vis-à-vis* other hiring priorities set forth in its *on-cycle* FTE request (*e.g.*, if in response to the FTE call letter sent in fall 2019, for TY 2021–22 appointments, the unit had four ranked requests, the unit must make clear the rank of the two-fer relative to those four on-cycle requests). Those two-fer requests that do not rank highly *vis-à-vis* the unit's on-cycle requests are not likely to be granted. Correspondingly, highly ranked two-fer requests are likely to displace other unit hiring priorities.

## **Deadlines**

Assuming a standard July 1st start, a request for a two-fer at the tenured level must be submitted to the Academic Personnel Office (APO) no later than the March 1st prior (or the first business day in March if the 1st falls on a weekend); a request for a two-fer at the untenured level must be submitted to APO no later than the April 15th prior (or the first business day after the 15th if the 15th falls on a weekend). These dates are dictated by long-standing campus rules on the submission of appointment cases (no later than April 1st for a tenured-level appointment and no later than May 1st for an untenured appointment).

For a mid-year start date (*i.e.*, January 1st), a request for a two-fer at the tenured level must be submitted no later than the May 1st prior (or the first business day in May if the 1st fall on a weekend); a request for a two-fer at the untenured level must be submitted no later than the August 15th prior (or first business day thereafter).

## **Accounting**

As noted, a two-fer request, if granted, will have an immediate effect on the FTE allocations that the unit might otherwise receive as part of the ongoing on-cycle FTE allocation process. So, for example, a two-fer granted for an appointment on July 1, 2020 will affect the allocation of on-cycle positions for which the unit will be permitted to search in academic year (AY) 2020–21 for July 1, 2021 starts (*i.e.*, its allocation of TY 2021–22 positions).

## **Reminder to Use Off-Cycle FTE Request Form**

As with all off-cycle FTE requests, units are expected to use the [Off-Cycle FTE request form](#), which can be found on BMAP (see <https://bmap.berkeley.edu/case-prepreview/appointments>).