

# Academic Search Plan and Job Posting Request for Senate Level Faculty (FTE) Positions UCM-AP1

---

## Part I. Information about the Position:

Primary/Lead School: \_\_\_\_\_

Secondary/Split School (for Cross-Unit Positions): \_\_\_\_\_

Academic Area(s): \_\_\_\_\_

Approved Position Level:	Assistant Professor	Search Open: _____
	Associate Professor	Search Close: _____
	Full Professor	

## Part II. Search Committee:

List chair and members of search committee (include e-mail address if individual does not have a UC Merced e-mail account):

## Part III. Diversity:

**Please attach to this document a detailed description of the steps you plan to take in order to attract a diverse pool of candidates. Be sure to answer the following questions as a part of your plan:**

1) In what publications/websites do you plan to advertise in order to catch the attention of women and minority groups? 2) What other methods do you plan to use in order to make sure the position opening reaches as wide and diverse an audience as possible? (Some methods include canvassing other campuses by e-mail, phone, or mail; posting the ad on external bulletin boards; attending conferences; and corresponding with individuals who belong to organizations or groups that are associated with attracting and maintaining diversity.)

## Part IV. Selection criteria:

Briefly describe the minimum qualifications as well as the additional criteria to be used to select the final candidate.

**Part V. Ad Content**

**Opening**

**Paragraph:**

The University of California is creating a dynamic new university campus and campus community in Merced, California, which opened in September 2005 as the tenth campus of the University of California and the first American research university built in the 21st century. In keeping with the mission of the University to provide teaching, research and public service of the highest quality, UC Merced will be providing new educational opportunities at the undergraduate, masters and doctoral levels through three academic schools Engineering, Natural Sciences and Social Sciences/Humanities/Arts.

**Description:**

**Section I**

**Senior Level Opening Statement**

The School of \_\_\_\_\_ invites applications from distinguished scholars and teachers at the Full/Associate Professor (tenured) level in \_\_\_\_\_.

**Junior Level Opening Statement**

The School of \_\_\_\_\_ at the University of California, Merced invites applications from exceptional scholars and teachers at the Assistant Professor (tenure track) level in \_\_\_\_\_.

**Section II**

**Qualifications:**

**Affirmative Action**

**Statement:**

*The University of California, Merced, is an affirmative action/equal opportunity employer with a strong institutional commitment to the achievement of diversity among its faculty, staff and students. The University is supportive of dual career couples. (default)*

**To Apply:**

*Check the documents required for application submission.*

Cover Letter	List of References	Other
CV	# of references	Other
Statement of Research	Other	Other
Statement of Teaching	Other	

**For More Information:**

To be completed by the School:

**Part VI. Travel Funding:**

See APM 540: <http://www.ucop.edu/acadadv/acadpers/apm/apm-540.pdf>

A. Planned Maximum Amount: \_\_\_\_\_ Fund Source(title): \_\_\_\_\_

FAU Info:

Dept Code \_\_\_\_\_ Acct \_\_\_\_\_ Fund \_\_\_\_\_ CC \_\_\_\_\_ Sub \_\_\_\_\_ Object \_\_\_\_\_ Project \_\_\_\_\_

---

**Part VII. Required Signatures:**

Search Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Dean Designee/Academic Personnel Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

.....

To be completed by Academic Personnel Office:

Received Date: \_\_\_\_\_ Date Posted on UCM Web: \_\_\_\_\_

AP Job Code: \_\_\_\_\_ Date Posted in Journals: \_\_\_\_\_

Provision Number: \_\_\_\_\_ Purchase Order Number: \_\_\_\_\_

.....  
**Helpful links and resources:**

*UC Affirmative Action Guidelines for Recruitment and Retention of Faculty*

<http://www.ucop.edu/acadadv/fgsaa/affirmative.pdf>

*APM 500 – Recruitment* <http://www.ucop.edu/acadadv/acadpers/apm/sec3-pdf.html>

*Faculty Diversity: Resources for Recruitment*

*Availability Statistics*

*Search Plan Example for previous search*