

## 1. Initiating Search Process

- Dean receives FTE from EVC/Provost for a designated position.
- Dean/Academic Personnel Chair appoints Search chair and committee.
- Search chair/committee write search plan, write advertisement and decide in which journals to advertise.
- Search chair completes the Job Posting Request form which includes information needed to post the position externally and on the UC Merced website.
- Dean and Academic Personnel Chair approve Academic Search Plan and Job Posting Request Form (AP1) and Advertising Request Form (AP3) and forward both to the Academic Personnel Office.
- Academic Personnel Office posts the job on the PAWS (Personnel and Academic Web-based System) web site. And obtains estimates for external ads.
- Academic Personnel Office returns Advertising Request Form (AP3) with estimates to School for Chair and Dean's approval.
- School sends APS initialed Advertising Request Form (AP3) and Academic Personnel Office places external ads.

## 2. Receiving Applications and Tracking Applicant Data

- All faculty applicants submit applications through the PAWS applicant tracking system.
- As the search progresses, the Search Chair, Academic Personnel Chair, and the Dean review statistical applicant data and pursue additional search methods as needed.
- After closing date of search has passed, the search committee reviews the applications on PAWS.

## 3. Analyzing the Pool and Selecting the Candidate

- When the Search Committee, in consultation with the Dean and Academic Personnel Chair, determines that the pool composition is appropriate, the Search Committee proceeds with the search by selecting a short list of candidates and invites candidates for campus interviews and presentation of research.

- Search Committee selects a final candidate by approved voting method. The Search Committee Chair then completes the Affirmative Action Summary with information regarding the short list of applicants and reason for non selection or hire. Dean reviews and signs the Affirmative Action Summary.
- School requests external letters.
- Search Chair assembles case materials.
- Search Chair and Search Committee Members write Case Analysis for presentation to faculty.
- Search Chair presents case at faculty meeting, faculty discusses merits of the case, and a faculty vote is taken.
- Academic Personnel Chair writes a summary of the faculty discussion of the case and record of the vote.
- Case is forwarded to the Dean.
- Dean reviews the case and writes a separate dean's letter.
- School compiles appointment review file and sends it to the Academic Personnel Office.