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## 2011: GENERAL GUIDELINES

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### A. FUNDING (APM 220-16)

It is the policy of the University of California that no appointment shall be made to a title in the Professor series unless there is an appropriately budgeted provision (“FTE”) for the appointment. No appointment should be forwarded for review unless such a provision, funded at the proposed salary level, is available.

### B. AFFIRMATIVE ACTION

A thorough and determined search must be made both inside and outside the University for candidates, including candidates who are minorities, women, handicapped persons, disabled veterans, and Vietnam-era veterans. Department Chairs must ensure compliance with the letter and the spirit of the **affirmative action policy**. Formal paperwork documenting the search is required for all appointments to Senate titles.

### C. EMPLOYMENT ELIGIBILITY (APM 530)

The Immigration Reform and Control Act of November 6, 1986, requires that all employees provide verification of eligibility to work in the United States. The federal government has designated the **I-9 Form**, Employment Eligibility Verification, as the document to be used in this verification process.

During recruitment, special attention must be given to the employment eligibility of any foreign nationals in the pool to be sure that such candidates obtain visas which allow compensation for services. Appropriate visas can take several months to obtain, and the Search Chair should ensure that the School staff and Academic Personnel Office are notified as early as possible of a potential visa case. While an application for a visa cannot be finalized until the appointment is approved, preliminary inquiries can in some cases help in starting the visa process. Questions should be referred to the **Office of International Affairs** (OIA).

### D. TIMING OF OFFER

Following University policy, UC Merced policy requires that offers be made **before April 1** to candidates from other UC campuses (**APM 510-16.c**) and **by April 30** to all candidates holding faculty positions at other institutions that are members of the AAU and/or are in California (**APM 500-16.c** and **APM 501-80.a**) if they are to be effective in the following academic year (i.e., an offer must be made no later than April 30, 2011 for an appointment starting July 1, 2011). These dates are the deadlines for formal offers to be made by the University.

### E. RECRUITING FROM ANOTHER UC CAMPUS (APM 510-0 and 510-80)

University policy states that it is the obligation of those involved in the consideration of an intercampus recruitment to pay due regard to the welfare of the University as a whole as well as to the wishes of the particular appointee and to the effect of the proposed transfer on the two campuses directly concerned. Prior to the initiation of negotiation for an intercampus recruitment, the Chancellors of the two campuses involved shall be informed of the proposed transfer. Ten working days before making the formal written offer of appointment to the candidate, the Chancellor of the hiring campus shall indicate such intention to the Chancellor of the campus from which the appointee will be transferring. In all cases, the Chancellor of the campus to which the appointee is transferring shall also notify the Office of the President.

In the event that any department at UCM considers recruiting a faculty member from another UC campus, the Academic Personnel Office will coordinate the notification of the other UC campus. The Academic Personnel Office should be notified as early in the process as is reasonably possible, and certainly before any offer is made.

The salary offered by the recruiting campus can be no more than one step, or the equivalent of one step, above the faculty member’s current salary. If the faculty member’s salary is already an off-scale salary, the recruiting campus may offer the next higher step along with the same off-scale increment. If the home campus is in the process of granting a salary increase to become effective July 1, the recruiting campus may offer one step above that increase, pending approval by the home campus. The home campus is permitted to make a counter offer

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equivalent to that of the recruiting campus. If both the home and the recruiting campuses agree, higher salary offers may be made. An offer which includes a promotion is permitted if the salary offer is no more than one step above the current salary rate, including off-scale, as described above.

If the faculty member being recruited by another UC campus is also being recruited by an outside institution, then either the home and/or the recruiting UC campus may make a counter offer higher than that described above in order to compete with the outside offer.

In any proposed intercampus recruitment, either Chancellor may request mediation or intervention by the Office of the President.

**F. COMPETING OFFERS TO AN OUTSIDE CANDIDATE FROM TWO OR MORE UC CAMPUSES (APM 500-16-g)**

University policy requires that the same level of salary will be offered by each campus with coordination of the appropriate salary level to be arranged by the Office of the President. The following procedure is to be followed to make this coordination possible: when it becomes known to any campus administrative officer that another campus of the University is also recruiting an individual for an appointment, that officer is obliged to inform the Chancellor who shall, in turn, inform the Office of the President. The latter will then consult with each of the Chancellors concerned with the matter and will arrange for the determination of a single appropriate salary.