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## 2012: RECRUITMENT

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### PROCEDURES

#### A. FTE REQUESTS

Before recruiting can begin, the department's FTE request must be approved by the Provost and Executive Vice Chancellor.

#### B. SEARCH COMMITTEE

The Search Chair is appointed by the Department Chair in consultation with the Dean (or designee) of the School in which the department resides. The Department Chair then nominates the Search Committee members in consultation with the Search Chair. Each department should make provisions for soliciting input on the membership of the Committee from the faculty of the department. Following **best practices for faculty recruitment**, the Dean should verify that the composition of the Search Committee represents a diverse cross-section of the faculty. **Tools for Search Committees** are available on the APO website.

In cross-department searches, the PEVC/Provost will develop a process to select a Committee made up of members from appropriate departments, in consultation with Deans and Chairs.

#### C. ADVERTISING

After consultation with the Chair of the department, the Search Committee develops the Search Plan, creates advertisements, and develops an external job advertisement list that fulfills diversity goals. All Professor series appointments must be advertised nationally in suitable academic or professional publications and must allow at least 30 days following the appearance of the advertisement for interested applicants to apply.

If the Search Committee wishes to extend the position beyond the original closing date, the Search Chair must inform APO of the new closing date prior to the date the position closes. In exceptional cases, a closed search may be reopened for a period of 15 days at the request of the Search Chair, with approval from the Vice Provost for the Faculty.

Generally, advertisements should contain the following: program or department name, position level, teaching duties (if appropriate), preferred research area, and necessary qualifications and experience as well as the following 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.*

The Academic Personnel Office is responsible for approving all ads and recruitments posted through AP Recruit. The Search Chair, or designee, prepares and submits the AP Recruit - Search Plan for approval. Approved ads will be posted in external journals and websites by School staff.

#### D. POOL OF CANDIDATES: DIVERSITY

As the search progresses, the Search Chair, Department Chair and Dean review statistical applicant pool data throughout the search and pursue additional diversity search methods as needed. At the end of the recruiting period and prior to the beginning of the selection process, it is important to determine that the pool of candidates is in reasonable proportion to the availability and that appropriate affirmative action search measures have been taken. The authority to postpone, extend, or cancel a search for reasons of inadequate diversity lies with the Dean. Please consult the University of California Diversity **website**.

Additionally, all applicants must be required to submit a Statement of Contributions to Diversity.

#### **E. SELECTION PROCESS**

After the closing date of the search has passed, the formal application review process can begin when the Search Committee, in consultation with the Dean and the Department Chair, determines that the pool composition is appropriate. Following this, the Search Committee selects a short list of candidates for campus interviews. This group of candidates should demonstrate: 1. strong qualifications consistent with the call for applications, and 2. reasonable diversity based on availability in the field or subfield. This short list is forwarded to the Dean for formal approval. The Dean, after consultation with the search committee, has the authority to postpone, extend, or cancel a search for reasons of inadequate diversity on the short list. In this event, the Dean shall provide a written justification describing the process leading up to the decision to close the search.

After the campus interviews, the Search Committee recommends a final candidate. After review of the application file, the department votes on the proposed appointment according to the department's approved voting procedures. The Appointment File is forwarded to APO for preparation for review by the Committee on Academic Personnel, according to procedures outlined in **MAPP 2013** below.

#### **F. RETENTION OF RECORDS**

Complete records of the search, including applicant files and any Search Committee documents, must be maintained for 4 years after the end of the fiscal year in which the specific recruitment activity has ended. The Search Committee Chair completes the disposition reasons for all candidates. The Academic Personnel Office is the office of record for the recruitment records.

#### **G. WAIVER OF RECRUITMENT**

Occasionally, an opportunity to hire someone of outstanding ability, or under a special circumstance, will arise. It may not be possible to comply with all affirmative action procedures. If this is clearly the case, a search waiver may be requested through **AP Recruit**. Such a request may be granted if a strong case can be made that there is a unique and very important opportunity for UCM at hand (e.g., a highly-distinguished faculty member, spousal hire, President's Postdoc. See the **Search Waiver Guidelines** for information). Care should be exercised in requesting exceptions in order that their value does not become eroded by too-frequent use. The Chair of the department proposing the appointment shall consult the Dean to determine if an FTE may be allocated. If there is approval from the EVC/Provost, the appointment process follows the standard procedures outlined in **MAPP 2013**.