
3052: RECRUITMENT

A. OPEN RECRUITMENT

The recruitment procedure should not begin until a funding source for the proposed appointment has been identified.

The recruitment process begins with the posting of a draft job advertisement in AP Recruit by School staff. The job ad must be approved in AP Recruit by the PI and by an APO representative. External ads are encouraged, but not required. The ad must remain open for at least thirty days before any scheduled interviews may occur. The PI should work in consultation with the School staff to prepare the ad, which provides a job description and requirements and indicates what supporting documentation is requested from the candidates.

Supporting documents typically include, but are not limited to:

- Cover Letter
- CV
- Statement of Research
- List of References

During recruitment, PIs must pay attention to the employment eligibility of any international applicants. Appropriate visas can take several months to obtain, and the PI should notify School staff and APO 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 often help in starting the visa process. Questions should be referred to the **Office of International Affairs (OIA)**. (see **APM 530**)

B. WAIVERS OF RECRUITMENT

It is understood that circumstances exist in which a Waiver of Recruitment is appropriate. Such circumstances include, but are not limited to:

- A candidate is so uniquely qualified for the position (e.g., based on research expertise, or national or international recognition, or specific knowledge, skills, or abilities) that an open recruitment is unlikely to result in attracting a more qualified individual.
- A new appointee relocates his or her laboratory to UC Merced and brings individuals who are currently funded by the project. Since the job is moving, the individuals employed on the project are moving with the job.
- A candidate is a faculty member's advisee and agrees to remain at UC Merced in a post-graduation appointment to complete the work on an ongoing project and/or to write the results for publication of the completed research.

A request for Waiver of Recruitment can be submitted via memo from the PI to the appropriate Dean. If the Dean approves the request, it shall be forwarded to APO. The request should include:

- candidate's name
- proposed title, step, annual salary, percentage, appointment begin and end date
- a description of how the candidate was identified
- an explanation of the reason for waiving the open recruitment (i.e., unique qualifications or appointee is employed in a relocated lab)

C. REAPPOINTMENT

An open recruitment is not required in order to reappoint an individual when that individual was previously recruited for the same position.

3053: APPOINTMENT

The Project series is used for academic appointees who are expected to have a broad range of knowledge and competency and a high level of independence while engaging in research or contributing to a creative program or project. Candidates must have earned a doctorate degree or its equivalent.

A. CRITERIA

Project series appointments are made to provide research projects with necessary skills, experience, and knowledge. Individuals appointed to the series are expected to have specialized education, training and a high level of independence. At the Assistant level, the appointee contributes to the research efforts of existing projects with a level of independent participation. At the Associate and Full levels, the appointee provides considerable input in the planning and execution of research projects, moving towards independent project development. Providing specialized skills in support of research, rather than conducting research as the principal responsibility, is also allowable in this series.

B. PROCESS

The Principal Investigator will prepare an appointment file for the selected candidate to be forwarded to the appropriate Dean. The appointment file should contain an updated curriculum vitae, verification of funding, and a completed **AP-611** form, which provides the following information:

- candidate's name
- proposed title, step, annual salary, percentage, appointment begin and end date
- information regarding any current UC employment to verify that candidate is not currently in a represented position
- specific qualifications that apply to the Project series
- outline of expected duties and contributions

Non-confidential letters of recommendation or other supporting documents may be included.

The Dean's office will forward the appointment file to APO for review. Following review by APO and approval of the Dean, the Dean's office will issue an appointment letter to the candidate. The completed file will be forwarded to APO as Office of Record for academic appointments.