
3072: RECRUITMENT

The University of California is an equal opportunity employer committed to excellence through diversity. In order to promote equal opportunity, an open recruitment must be conducted for Postdoctoral Scholars. The recruitment and selection process must be fully documented, reviewed, and approved before a proposed appointment will be acted upon. The Principal Investigator (PI) should work with the appropriate School staff member for assistance and confirmation of the recruitment process.

RECRUITMENT PROCEDURE

The recruitment procedure should not begin until a funding source for the proposed appointment has been identified. If a funding source has been identified, but actual funding is not yet secured (if a submitted grant proposal has not yet been funded, for example), the job advertisement must indicate that fulfillment of the postdoctoral position is dependent upon attainment of sufficient funding.

The recruitment process begins with the posting of a draft job advertisement in AP Recruit by School staff. 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

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.

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 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.

The waiver of recruitment request should include a memo from the PI to the Dean detailing the reasons for the request, the credentials of the proposed candidate, and the expected impact of the candidate on the PI's research project. A copy of the candidate's curriculum vitae and any other supporting documents (e.g., letters of reference) should be forwarded along with the memo. Once the request has been approved by the Dean, the request packet should be forwarded to APO.