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## 3072: RECRUITMENT

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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 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 **AP Recruit** to be routed to the appropriate approving authorities, with the final decision resting with the Vice Provost for the Faculty. 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)

See the **Search Waiver Guidelines for Academic Employees** for more information.