
5013: APPOINTMENT

A. RECRUITMENT

In accordance with AA/EO laws and regulations, internal appointments for Faculty Administrators must be filled following a search process open to all appropriate UC Merced faculty. Notification of a search may take the form of an email, and/or any other means by which all appropriate UC Merced faculty are informed of a position opening.

The job posting must include:

1. Description of job duties and expectations;
2. Qualifications;
3. Term of appointment;
4. Title of the person to whom the position will report

A copy of the posting should be sent to the Provost/EVC via the Academic Personnel Office for review before distribution.

B. AUTHORITY

The Provost/EVC has appointing authority for all appointments to Faculty Administrator positions at less than 100% time. Appointment and reappointment requests are to be addressed to the Provost/EVC from the official to whom that administrator will most directly report (the "Recommending Authority," e.g., Dean, Vice Provost, etc.) for approval.

C. PROCESS

An appointment recommendation, addressed to the Provost/EVC and routed via the Academic Personnel Office, should include the following elements:

1. Appointment recommendation memo:
 - a. Name of the individual recommended
 - b. Name of the program, group, or unit the individual will administer
 - c. Recommended appointment title
 - d. Recommended effective date and end date of appointment
 - e. Compensation details including FAU. List financial commitments including summer salary, research support, research-related expenses, or other support
 - f. Summary of qualifications
 - g. Explication of expectations and goals for the position (this will form the basis for review)
2. Updated curriculum vitae for candidate

If approved, the Provost/EVC will issue an appointment letter via the Academic Personnel Office, including the criteria for review, based on the duties and responsibilities outlined in the recommendation.