

## UC MERCED NON SENATE FACULTY – SEARCH PLAN TEMPLATE

*Please refer to the NSF checklist to make sure that all needed criteria are provided to set up the recruitment in AP Recruit.*

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The Department of [name] at the University of California, Merced invites applications for a pool of qualified temporary instructors to teach [courses] in [department] should an opening arise. Screening of applicants is ongoing and will continue as needed. The number of positions varies from semester to semester, depending on the needs of the department. Positions may range from [x% to x% time].

[Position description narrative].

- Basic qualifications: The minimum qualifications required to be an applicant are the completion of all degree requirements except the dissertation
  - A PhD or equivalent degree in [area, field, etc] is required by the start date. Experience with [courses, field, etc.] is required [if applicable].
- Additional qualifications: Other qualifications that may be applicable to the position.
- Preferred Qualifications: Qualifications that are beyond the minimum qualifications for the position.

[Salary or salary range].

Diversity statement [e.g., the department is interested in candidates who will contribute to diversity and equal opportunity in higher education through their teaching].

Family friendly statement [e.g., UC Merced has an excellent benefits package as well as a number of policies and programs to support employees as they balance work and family].

To apply, please go to the following link: [link to AP Recruit for this position]. Applicants should submit [requirements for submission, e.g., cover letter, curriculum vitae, research statement, summary of teaching experience, publications, etc.]. Applicants should also provide [contact information only or request] [number of] letters of recommendation.

**All letters will be treated as confidential per University of California policy and California state law.**

The posting will remain open until [date, up to two years in advance] to accommodate department needs. Appointments for fall semester are usually reviewed in [month], and for spring semester in [month] (if applicable). The pool will close on [date, up to two years in advance]; if you would like to continue to be considered after that time you will need to submit a new application.

Please note: The use of a lecturer pool does not guarantee that an open position exists. **See the review date specified in AP Recruit to learn whether the department is currently reviewing applications for a specific position. If there is no future review date specified, your application may not be considered at this time.**

Please direct questions to [contact information].

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>.