

DRAFT - Recruitment: APM - 500 - General

500-0 Policy

The University recruiting program is directed toward obtaining the best qualified person for the position authorized.

Normally vacancies should be filled at the instructor or assistant professor level in the Professorial series and at the lowest rank in the other teaching series and in the Professional Research series.

500-6 Responsibility

Academic personnel for existing budgeted positions are normally recruited by the appropriate department chair, director, dean and Chancellor.

500-7 Aids

The following policies relating to travel and removal expenses are designed to facilitate the University's recruitment policies:

- a. Travel Expenses for Recruitment ([APM - 540](#)).
- b. Removal Expenses ([APM - 560](#)).
- c. Removal Expenses — Assistants ([APM - 561](#)).
- d. Moving Expenses for Intercampus Transfers ([APM - 550](#)).
- e. Travel Expenses for Appointees to Visiting Titles ([APM - 230-20-h](#)).
- f. Travel Expenses for Short-Term Appointees on Extramurally Financed Projects ([APM - 570](#)).

500-10 Standards

Necessary qualifications for new personnel and limitations on title and salary offers that may be made to prospective personnel are determined by the policies and procedures for appointment and promotion of academic personnel as set forth in the Academic Personnel Manual Part II, Appointment and Promotion.

500-16 Restrictions

- a. All recruiting is subject to the limitation that appointments must conform to established University policies.
- b. In compliance with provisions in state law regarding the disclosure of misconduct during the course of prior employment, the University of California is implementing the following requirements in faculty and academic recruitment processes:

“Misconduct” means any violation of the policies governing employee conduct at the applicant’s previous place of employment, including, but not limited to, violations of policies prohibiting sexual harassment, sexual assault, or other forms of harassment or discrimination, as defined by the employer.

1. Misconduct Disclosure Form

- a. All applicants who are identified as finalists for academic appointments are required to complete a misconduct disclosure questionnaire and disclose any final administrative or judicial decisions issued within the last seven (7) years from the date of submission of an employment application determining that the applicant committed misconduct, including sexual harassment. Applicants must be permitted to disclose if they have filed an appeal with the previous employer, administrative agency, or court, if applicable.
- b. A hiring unit may also elect to require misconduct disclosure questionnaires from all applicants who meet the minimum requirements of a recruitment. The hiring unit may not obtain a misconduct disclosure questionnaire unless the hiring unit determines that an applicant meets the minimum requirements for the position.
- c. In the event that an applicant discloses prior misconduct, the hiring unit shall obtain a signed release form (see APM - 500-16.b.2) from the applicant before contacting the previous employer.

2. Release Form

- a. Applicants who are identified as finalists for a tenure-track/tenured position or a position in the Professor of Teaching Series are required to sign a release form authorizing the release of information by the applicant’s previous employers to the University concerning any substantiated allegations of misconduct in order to permit the University to evaluate the released information with respect to the criteria for potential employment. The hiring unit is required to obtain the release form for proposed appointees in these series and to engage in a reasonable attempt to obtain information from the previous employer when the applicant reaches the final stages of the application process.

- b. A hiring unit may request a release form from all applicants of a recruitment, and may use the release form to engage in a reasonable attempt to obtain information from the previous employer when the applicant reaches the final stages of the application process.
 - c. In the event that a previous employer discloses misconduct, the hiring unit shall follow up with the applicant to give that individual an opportunity to respond.
 3. Vice Provosts/Vice Chancellors who oversee academic personnel are responsible for developing implementing procedures for the confidential management and tracking of misconduct disclosure questionnaires and release forms, as well as confidential decision-making and communication processes involving applicants, previous employers, and University administrators. In order to protect a candidate's privacy, the misconduct disclosure form and any information pertaining to prior misconduct must be treated as confidential, retained per local procedures, and disposed in accordance with University of California records retention policy.
- c. Special conditions must be observed before initiating negotiations with the prospective employee who is employed on another University of California campus (see [APM - 510](#))
- d. Restrictions are placed upon the employment of near relatives of University employees (see [APM - 520](#)).
- e. No commitment, formal or informal, may be made in negotiating for the recruitment of a faculty member to a budgeted position involving tenure or security of employment prior to the approval of the Chancellor.
- f. Formal negotiations for recruitment of a faculty member may be initiated only with the prior approval of the Chancellor.
- g. When an individual not in the employ of the University is to be offered a tenure appointment by two or more campuses of the University, the same level of salary shall be offered by each of those campuses. The following procedure is to be followed to make this procedure effective: when it becomes known to any campus administrative officer that another campus of the University is also recruiting an individual for a tenure appointment, that officer is obliged to inform the Chancellor. (Appointments subject to the foregoing procedures are also subject to provisions of the Academic Personnel Manual such as APM - 500 and [530](#) concerning recruitment of academic personnel and [APM - 220-85](#) concerning appointment of academic personnel at the tenure rank.)

Revision History

July 1, 2025:

Technical revision to comply with two bills signed into state law that add and amend sections 92612.1 and 92612.2 of the California Education Code, effective January 1, 2025 (reference California Senate Bill (SB) 791, Postsecondary education: academic and administrative employees: disclosure of sexual harassment; and California Assembly Bill (AB) 810, Postsecondary education: hiring practices: academic, athletic, and administrative positions).

May 22, 2023:

- Technical revision to remove requirement to notice Association of American University (AAU) institutions and removal of list of AAU membership.

For details on prior revisions, please visit the [policy issuance web page](#).