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## 3052: RECRUITMENT

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### A. OPEN RECRUITMENT

The recruitment procedure should not begin until a funding source for the proposed appointment has been identified.

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

During recruitment, PIs must pay attention to the employment eligibility of any international applicants. Appropriate visas can take several months to obtain, and the PI should notify School staff and APO as early as possible of a potential visa case. While an application for a visa cannot be finalized until the appointment is approved, preliminary inquiries can often help in starting the visa process. Questions should be referred to the [Office of International Affairs \(OIA\)](#). (see [APM 530](#))

### B. 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., appointee is employed in a relocated lab)

See the [Search Waiver Guidelines for Academic Employees](#) for more information.

### C. REAPPOINTMENT

An open recruitment is not required in order to reappoint an individual when that individual was previously recruited for the same position.