
3102: RECRUITMENT

A thorough and determined search should be made both inside and outside the University for candidates, including candidates who are minorities, women, handicapped persons, disabled veterans, and Vietnam-era veterans. The letter and the spirit of the **affirmative action policy** should be followed in all recruitment activities. Special attention must be given to legal requirements regarding the recruitment and hiring of foreign nationals to ensure that they hold visas and employment authorization that allow compensation for services. School staff and the Academic Personnel Office should be notified as early as possible of a potential visa case. Questions should be referred to the **Office of International Affairs**.

Available academic-year Lecturer positions must at a minimum be advertised using the AP Recruit system. Posting on the Northern California Higher Education Recruitment Consortium (HERC) website is recommended, and other external ads are encouraged if funding is available. Once curricular need has been determined, following internal School, program, or department processes, a job advertisement may be drafted and posted in AP Recruit. The draft ad should be approved by the Dean, Assistant Dean, Search Chair or Program Director (or any combination of these) and by a representative of APO. Once finalized, the ad can be published to the UC Merced website. Any external ads will then also be posted by School staff.

Interested candidates should submit the following during the application process:

1. Curriculum Vitae
2. Teaching Evaluations
3. Any other materials required by the School or program, which may include:
 - List of references
 - Self-Statement or Statement of Teaching Philosophy
 - Sample Syllabi
 - Other evidence of teaching proficiency

Schools shall establish procedures for assessment and selection of candidates based on demonstrated competence in the field and teaching ability, as evidenced by requisite degree and/or previous teaching experience and performance. Master's and/or PhD degree is required unless an exception is granted by the Vice Provost for the Faculty (VPF). Experience and/or professional degree must be appropriate to the course(s) which the candidate is to teach.