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## 4012: RECRUITMENT

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By March 15th of each year, the University shall begin posting information regarding ASE appointment opportunities for the following academic year on the UC Merced website. Such posting will contain the information contained in [Article 22](#) of the MOU, including the following employment non-discrimination statement:

*The University of California is an Equal Employment Opportunity/Affirmative Action employer and invites applications from all qualified applicants, including women, minorities, veterans, and individual with disabilities, who will enrich the teaching, research and public service missions of the university. All qualified applicants will be considered 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: [UC Nondiscrimination & Affirmative Action Policy](#).*

Postings are initiated in [AP Recruit](#) and routed through the system for the appropriate approvals before publication. External ads are not needed as the target audience is UC Merced's student body.

Special attention should 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. Questions regarding potential visa cases should be referred to the [Office of International Affairs](#).

Each ASE applicant must apply for the desired position through AP Recruit and submit any requested information and documents via the website. No student may be hired until after completion of the AP Recruit application process.

Schools shall establish procedures for assessment and selection of candidates based on field of study, and experience and/or promise in teaching.