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## 5013: APPOINTMENT

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### A. RECRUITMENT

In accordance with AA/EO laws and regulations, internal appointments for Faculty Administrators must be filled following a search process open to all appropriate UC Merced faculty. Notification of a search may take the form of an email, and/or any other means by which all appropriate UC Merced faculty are informed of a position opening.

The job posting must include:

1. Description of job duties and expectations;
2. Qualifications;
3. Term of appointment;
4. Title of the person to whom the position will report

A copy of the posting should be sent to the EVC/Provost via the Academic Personnel Office for review before distribution.

### B. AUTHORITY

The EVC/Provost has appointing authority for all appointments to Faculty Administrator positions at less than 100% time. Appointment and reappointment requests are to be addressed to the EVC/Provost from the official to whom that administrator will most directly report (the "Recommending Authority," e.g., Dean, Vice Provost, etc.) for approval.

### C. PROCESS

An appointment recommendation, addressed to the EVC/Provost and routed via the Academic Personnel Office, should include the following elements:

1. Appointment recommendation memo:
  - a. Name of the individual recommended
  - b. Name of the program, group, or department the individual will administer
  - c. Recommended appointment title
  - d. Recommended effective date and end date of appointment
  - e. Compensation details including FAU. List financial commitments including summer salary, research support, research-related expenses, or other support
  - f. Summary of qualifications
  - g. Explication of expectations and goals for the position (this will form the basis for review)
2. Updated curriculum vitae for candidate

If approved, the EVC/Provost will issue an appointment letter via the Academic Personnel Office, including the criteria for review, based on the duties and responsibilities outlined in the recommendation.