



VICE PROVOST FOR THE FACULTY

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**DATE:** March 11, 2020

**TO:** Search Committee Chairs, Department Chairs, Deans

**CC:** All AP staff, Academic Personnel Office

**Subject:** In-Progress Faculty Searches

Dear all:

Needless to say, we're in an unusual situation with COVID-19 now. I'm sorry that you and many staff members are having to deal with this while running faculty searches.

The priority: Let's keep our searches up and running and simplify the process, as needed.

In the interest of helping ensure you make successful hires this year, I offer the following guidance for proceeding with interviews. This aligns with what my colleagues at UC Berkeley are doing.

*I advise that you re-adjust your search plans to include only Zoom or Skype interviews for the rest of this academic year unless you hear otherwise. Make these interviews as much like in person interviews as possible. The same goes for presentations. Ask your candidates to present their job talks "live" via Zoom.*

Note that meeting some candidates in person and others not in person runs the risk of creating bias/introducing inequity. It may also pose hardships on your faculty; some may not be able to make it to in-person interviews or in-person job talks.

(If you're in a situation in which there have already been one or two on-campus interviews and there are more to go, do your best to make the Zoom/Skype interviews as much like the in-person interviews as possible. According to my record, only one or two of you are in this situation.)

Please work with your school staff and deans to cancel visits and adjust the interview process as appropriate.

I hope this information is helpful.

Contact my executive assistant, Gloria Quintana, if you need to speak with me directly.

Thanks for your attention, leadership, and patience.

Teenie Matlock, Vice Provost for the Faculty