

## **Academic Position Control**

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*Effective Immediately*

Consistent with President Drake's announced hiring freeze and UC Merced HR's position control for staff, UC Merced will apply position control to academic hiring for a six-month period of time, whereupon it will be assessed for possible extension or modification.

Effective immediately, the following process must be followed before conducting searches for Senate Faculty, Librarians, Academic Coordinators, Academic Administrators, Coordinators of Public Programs, and full-time Faculty Administrators. Note that this process also applies to situations in which a search waiver will be sought.

See below for 1) Position Control Process for New Searches and 2) Position Control Process for Searches Currently Underway, 3) Criteria for Search Exceptions, 4) Reporting Requirement for All Other Academic Titles, and 5) Reference List of Commonly Used Academic Titles at UC Merced. For questions, please contact Tom Hansford, Vice Provost for Academic Personnel ([vpap@ucmerced.edu](mailto:vpap@ucmerced.edu)).

### **1. Position Control Process for New Searches**

If a hiring unit seeks to initiate a search for a Senate faculty member (Professor or Teaching Professor series), Librarian, Academic Coordinator, Academic Administrator, Coordinator of Public Programs, or full-time Faculty Administrator, regardless of whether it is a new position or an existing vacancy, the unit must demonstrate appropriate approval has been obtained and submit an exception request to the Vice Chancellor of their Division. For hiring units in Academic Affairs, this exception request must be made by the Dean/Vice Provost to the EVC/Provost (routed through Assistant Provost Sharon Butler [via this request form](#)). Exception requests should be based on the justification criteria provided below.

The EVC/P (or VC) will assess the search exception request and, if in agreement with the necessity of filling the position at this time, will forward the request to the Position Control Committee. Composed of the VC/CFO, EVC/P, CHRO, VPAP, and ACCOS, the Position Control Committee will vet search requests for academic and staff positions and make recommendations to the Chancellor. The Chancellor will have final authority to determine whether an exception request is granted and thus a search (or search exemption/waiver) may be conducted.

The Academic Personnel Office will track all instances in which an academic position will remain unfilled, whether it is due to the hiring unit choosing not to seek an exception, the EVC/P (or VC) choosing not to forward the request, or the Chancellor denying a request. In these situations, the level at which it is determined a search/appointment will not proceed should notify

the VPAP at [vpap@ucmerced.edu](mailto:vpap@ucmerced.edu). These tracking data will be made available to UCOP upon their request.

*Special note on approved ACE-funded faculty positions: Approved ACE-funded Senate faculty positions are not subject to the academic position control process and do not need to be reviewed by the EVC/P (or VC), Position Control Committee, or Chancellor.*

## **2. Position Control Process for Searches Currently Underway**

Any Senate Faculty, Librarian, Academic Coordinator, Academic Administrator, Coordinator of Public Programs, or full-time Faculty Administrator searches that are currently approved and underway as of this issuance must pause and follow the above process before continuing, unless an offer has already been extended.

## **3. Criteria for Search Exceptions**

As developed by Human Resources in consultation with the Chancellor's Cabinet, the following criteria will be used to determine whether an academic or staff search is sufficiently mission critical to allow for an exception to the system-wide hiring freeze.

Is the position to be filled:

- Essential to the immediate health, life safety, or physical security of the campus community or infrastructure?
- Required to directly support core academic functions essential to research productivity, instructional continuity, or student academic progress?
- Fully or partially funded through external sources (e.g., grants, restricted funds) and essential to meeting funding obligations?
- One for which deferral would result in demonstrable long-term cost increases, forfeiture of committed funding, or significant loss of institutional revenue?
- Required to mitigate significant and time-sensitive compliance, legal, or regulatory risk?

In providing a justification for a search exception, the hiring unit should explain the function of the position, how the position meets one or more of the above criteria, and how other existing options to perform the work in question are not available.

## **4. Reporting Requirement for All Other Academic Titles**

For all other academic titles (e.g., Teaching Assistants, Unit-18 Lecturers, Graduate Student Researchers, Postdoctoral Scholars, etc.), searches and appointments may proceed without following the above exception process. Instead, the Academic Personnel Office will provide to the Position Control Committee a quarterly report on the FTE numbers for these titles.

## **5. Reference List of Commonly Used Academic Titles at UC Merced**

Academic Administrator  
Academic Coordinator  
Adjunct Professor  
Coordinator of Public Programs  
Graduate Student Researcher  
Librarian  
Non-Senate Faculty (Unit-18 Lecturer)  
Postdoctoral Scholar  
Professional Researcher  
Professor  
Project Scientist  
Reader  
Remedial Tutor (Learning Assistant)  
Specialist  
Teaching Assistant  
Teaching Fellow  
Teaching Professor  
University Extension Instructor  
Visiting Professor  
Visiting Scholar