

I. Overview

The following policies and procedures have been developed to support the University's goal of recruiting outstanding faculty. Consistent with Regents Policy 4400, equitable and inclusive recruitment is integral to the University's mission of academic excellence and service to the State of California.

II. FTE Requests

Before recruiting can begin, the department's FTE request must be approved by the Executive Vice Chancellor and Provost (EVC/P).

III. Search Committee

The Search Chair is appointed by the Department Chair in consultation with the Dean (or designee) of the School in which the department resides. The Department Chair then nominates the Search Committee members in consultation with the Search Chair. Each department should make provisions for soliciting input on the membership of the Committee from the faculty of the department. Tools for Search Committees are available on the Academic Personnel Office (APO) website.

In searches spanning multiple departments within a school, the Dean will coordinate with the relevant Department Chairs to select the search committee. In searches spanning multiple schools, the EVC/Provost will work with the relevant School Deans to select the search committee.

IV. Advertising

After consultation with the Chair of the department, the Search Committee develops the Search Plan, creates advertisements, and develops an external job advertisement list. All Professor series appointments must be advertised at least nationally in suitable academic or professional publications and must allow at least 30 days following the appearance of the advertisement for interested applicants to apply.

The Department Chair and Search Committee are encouraged to develop a Search Plan that will attract outstanding candidates who will contribute to UC Merced's goal of fostering inclusive educational and research opportunities.

If the Search Committee wishes to extend the search beyond the Initial review date, the Search Chair must inform APO of the new review date. Requesting a new review date and thus extending the search requires the Dean's approval.

Generally, advertisements should contain the following: program or department name, position level, teaching duties (if appropriate), preferred research area, and necessary qualifications and experience as well as the following statement:

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

APO is responsible for approving all ads and recruitments posted through AP Recruit. The Search Chair, or designee, prepares and submits the AP Recruit - Search Plan for approval. Approved ads will be posted in external journals and websites by School staff.

V. Candidate Pool

As the search progresses, the Search Chair, Department Chair and Dean review applicant pool data and pursue additional search methods as needed. At the end of the recruiting period and prior to the beginning of the selection process, it is important to determine that the size and qualifications of the candidate pool meet expectations for the position and that appropriate equal opportunity search measures have been taken. The authority to postpone, extend, or cancel a search for reasons of inadequate candidate pool size, qualifications, or search measures lies with the Dean.

VI. Selection Process

At the initial review date, the formal application review process can begin when the Search Committee, in consultation with the Dean and the Department Chair, determines that the pool composition is appropriate. Following this, the Search Committee selects a short list of candidates for campus interviews. This group of candidates should demonstrate strong qualifications consistent with the call for applications. This short list is forwarded to the Dean for formal approval. The Dean, after consultation with the search committee, has the authority to postpone, extend, or cancel a search for reasons of inadequate qualifications or search measures. In the event of search cancellation, the Dean shall provide to the Department Chair and the Vice Provost for Academic Personnel a written justification describing the process leading up to the decision to close the search.

After the campus interviews, the Search Committee may recommend a final candidate. After review of the application file, the department votes on the proposed appointment according to the department's approved voting procedures. The Appointment File is forwarded to APO for preparation for review by the Committee on Academic Personnel, as applicable according to procedures outlined in MAPP 2013.

VII. Retention of Records

Complete records of the search, including applicant files and any Search Committee documents, must be maintained for 4 years after the end of the fiscal year in which the specific recruitment activity has ended. The Search Committee Chair completes the disposition reasons for all candidates. APO is the office of record for the recruitment records.

VIII. Waiver of Recruitment

Occasionally, an opportunity to hire someone of outstanding ability, or under a special circumstance, will arise. If this is clearly the case, a search waiver may be requested through AP Recruit. Such a request may be granted if a strong case can be made that there is a unique and very important opportunity for UCM at hand (e.g., a highly-distinguished faculty member, spousal hire, President's Postdoctoral Fellow, or Chancellor's Postdoctoral Fellow. See the Search Waiver Guidelines for information). Care should be exercised in requesting exceptions as open recruitments are the standard and preferred approach. The Chair of the Department proposing the appointment shall consult the Dean to determine if an FTE may be allocated. If there is approval from the EVC/Provost, the appointment process follows the standard procedures outlined in MAPP 2013.