

UC MERCED CHECKLIST FOR NON SENATE FACULTY RECRUITMENTS

The following information must be provided in order for your recruitment to be set up in AP Recruit.

- Name or Title of the Position
- Job Posting Text
 - Opening Paragraph
 - Diversity Statement (see Page 8 for wording options)
 - Salary range or statement that salary is commensurate with education, experience, and/or UC academic salary scales
 - Description of Position
 - Field of study (if required); If other fields of study are acceptable, add “or related field”
 - Equal Opportunity/Affirmative Action statement
 - Desired Credentials
 - Areas of specialization
 - Duration of position
- Approved Search Area
- Department
- Salary control # as applicable
- Rank/Step
- Open, Close and Final Date. Final date is the date that applicants can make changes to their application after the recruitment has closed.
- Open Search or Specialized
- Newly Allocated or Relisted
- Optional Information Link
- Title Codes
- Specialty – determines the category of the availability data in AP Recruit
- Contact Name and Email

Attract the widest possible range of qualified candidates by broadening the job description and advertising in venues that reach women and underrepresented groups. Note in the ad that the campus has practices that address dual academic or non-academic career issues.

Required and Optional Documents in AP Recruit

- Curriculum Vitae
- Cover Letter
- Statement of Research
- Statement of Teaching
- Statement of Contribution to Diversity (Required for all senate faculty recruitments)
- Optional – Miscellaneous/Additional Documents (course evaluations, coursework taken, etc)
- Availability for semester and/or academic year course evaluations

Sample Diversity Statement Language

- Participation as undergraduates, graduates, post docs or faculty in academic preparation, outreach, tutoring or other programs designed to remove barriers facing women, underrepresented groups, veterans, people with disabilities and other individuals who are members of group historically excluded from higher education;
- Serving as an advisor to programs such as Women in Science and Engineering, SACNAS or other equivalent programs in all disciplines;
- Exceptional record mentoring students and colleagues from groups underrepresented in their field or historically underrepresented in higher education; candidates who have made a contribution to pedagogies addressing different learning styles; for example:

- Designing courses or curricula designed to meet the needs of educationally disadvantaged students;
- Developing effective teaching strategies for the educational advancement of students from groups underrepresented in higher education;
- Candidates who have an understanding of the barriers facing women and underrepresented groups in science careers or higher education careers generally, as evidenced by life experiences and educational background;

Candidates who have significant experience teaching students who are underrepresented in higher education; for example:

- Candidates who display drive and motivation to persist and succeed in their careers in spite of barriers in higher education that disproportionately disadvantage them;
- Candidates with the potential to bring to their research the creative critical discourse that comes from their non-traditional educational background or experience as a member of a group under-represented in higher education;