

PPM 310: Approving and Recruiting Academic Positions

Responsible Officer:	Associate Vice President
Responsible Office:	Office of the Associate Vice President
Issuance Date:	09/28/2022
Effective Date:	09/28/2022
Last Review Date:	04/02/2021
Scope:	UC ANR Academic Personnel

Contact:	Tina Jordan
Title:	Academic Human Resources Manager
Email:	tjordan@ucanr.edu
Phone:	(530) 750 -1280

TABLE OF CONTENTS

I. POLICY SUMMARY.....	2
II. DEFINITIONS.....	2
III. POLICY TEXT.....	2
IV. COMPLIANCE / RESPONSIBILITIES.....	4
V. PROCEDURES.....	4
VI. RELATED INFORMATION.....	6
VII. FREQUENTLY ASKED QUESTIONS.....	6
VIII. REVISION HISTORY.....	7

Note: For links to referenced documents see Section VI, *Related Information* below.

I. POLICY SUMMARY

- A. This section of the Policy and Procedure Manual for the University of California (UC) Agriculture and Natural Resources (ANR) describes how UC policy on filling vacant academic appointee positions is implemented in the UC ANR environment, and reiterates some of the elements most germane to the UC policy. All UC ANR academic positions, both definite and indefinite, are subject to the terms and conditions of UC and UC ANR policy.
- B. The UC Academic Personnel Manual (APM) articulates University of California (UC) policies and procedures pertaining to the employment of academic appointees. Nothing contained in these implementing procedures should be read or interpreted to contradict the APM policy. If any provision should contradict the UC APM policy, the UC APM policy shall prevail.
- C. UC policy to undertake affirmative action is consistent with its obligations as a state and federal contractor. UC makes every good faith effort to achieve prompt and full representation of minorities and women in all segments of its workforce where deficiencies exist. These efforts conform to all current legal and regulatory requirements and are consistent with UC standards of quality and excellence.
- D. Selected academic appointees have been assigned to a UC campus with personnel actions approved through campus academic policies and procedures. Thus, those selected academic appointees are subject to campus policies and procedures and are not addressed in UC ANR local implementing procedures. This section of the Policy and Procedure Manual is applicable only to academic appointees subject to UC ANR personnel actions.

II. DEFINITIONS

The following definitions are specific to this PPM section and may or may not be applicable elsewhere.

- A. **Academic Appointee:** An individual appointed to the position of UC ANR Professional Researcher, Project Scientist, Specialist, Specialist in Cooperative Extension, Cooperative Extension Advisor, Academic Administrator, and Academic Coordinator.
- B. **Campus-Based:** Selected academic appointees have been assigned to a UC campus. Most are subject to the campus academic human resources policies and procedures, and such academics are not addressed in this context. This section of the PPM is applicable to those academics that are subject to the UC ANR-based academic human resources policies and procedures.

III. POLICY TEXT

A. Filling Vacant Campus-Based Academic Appointee Positions

Recruitment and selection of campus-based academic appointee positions is conducted in accordance with campus-specific procedures.

B. Filling Vacant UC ANR-Based Academic Appointee Positions

Recruitment and selection of academic appointee positions is in accordance with UC ANR procedures as posted on the UC ANR Academic Human Resources website (link available in item VI, *Related Information*, below).

C. Criteria

1. Candidate selection is based on professional competency, experience, and potential for advancement within UC. For a description of policies and hiring terms please refer to the relevant section of the APM (links available in item VI, *Related Information*, below).

D. Exceptions to Recruitment

1. Exclusions

- a. The recruitment process may not be required if a position is filled by one of the following:
 - i. The recall of a previously laid-off UC ANR employee.
 - ii. The lateral transfer of a UC ANR employee.

A “lateral transfer” is the transfer of an academic appointee from one position to another, without change in the employee's current series (e.g., payroll title, rank, step, salary, and/or appointment terms). When circumstances warrant, the hiring authority may laterally transfer an academic appointee.

2. Waivers

The UC ANR Vice President (Vice President) has delegated to the UC ANR Associate Vice President (Associate Vice President) the authority to waive the recruitment process in special circumstances.

Special circumstances include, but are not limited to, instances when there is a highly qualified UC candidate for a position and appointment of that candidate would not adversely affect affirmative action objectives.

3. Temporary Appointments

Temporary appointments in an academic series are for up to twelve (12) months without recruitment. Full recruitment, search, and selection procedures follow if it is necessary to extend the appointment beyond the twelve-month period. A break in service for a temporary appointee does not constitute the start of a new twelve-month period.

E. Restrictions

1. Decisions regarding the recruitment process shall be made after the stated closing date for the vacancy (e.g., called a failed search, extend the closing date, etc.).
2. If a suitable candidate is not found, the recruitment for a vacant position may be re-opened.
3. Applications received after the closing date are not considered unless the position is subsequently reopened.

IV. COMPLIANCE / RESPONSIBILITIES

- A.** The Associate Vice President, the UC ANR Vice Provosts (Vice Provosts), the UC Cooperative Extension (UCCE) County Directors, the Statewide Program/Institute Directors, and the Research and Extension Center (REC) Directors (hereinafter “hiring authority”) are responsible for preventing discriminatory practices against any employee or applicant for employment.
- B.** The Affirmative Action and Title IX Officer and the UC ANR Human Resources Executive Director is responsible for monitoring the recruitment process, approving the Position Vacancy Announcement (PVA), the selection of the search committee, applicant interview pool, and selection of the successful candidate in sequential order.
- C.** Search committees are responsible for the active recruitment and assessment of qualified candidates, and producing a written report evaluating each applicant.
- D.** The Associate Vice President is responsible for approving appointees rank. The hiring authority is responsible for issuing a written appointment offer letter to the selected candidate that includes a description of the terms of the position, the considerations of the appointment, the appointment step and the starting salary.

V. PROCEDURES

A. Procedures for the Recruitment Process

1. Call for Academic Positions (UCCE Advisor and UCCE Specialist only)
The Associate Vice President releases a “Call for Positions” to solicit proposals for academic positions. The call identifies positions to strengthen and expand the UC ANR network to address programmatic gaps and emerging needs. Each call outlines a specific process for submitting academic position proposals and levels of review and feedback.
2. Program Council Prioritization (UCCE Advisor and UCCE Specialist only)
Program Council works with the Associate Vice President to prioritize the proposed academic positions.

3. Vice President Approval

Once the Vice President (and/or designee) has approved the position and a timeline, Academic Human Resources may initiate the recruitment process as follows.

4. Appointing a Search Committee

The supervisor of the position to be recruited prepares a proposed list of search committee (hereinafter “committee”) members and forwards it to the Academic Human Resources office for Affirmative Action review and approval. The Vice Provost approves the search committee.

5. Academic Human Resources Prepares a Position Vacancy Announcement (PVA)

The PVA should include the following information:

- a. Applications screened by a committee, and interviews conducted on recommendation of the committee.
- b. States a specific closing date for acceptance of applications, transcripts, and reference letters.
- c. The position is for a specified period (e.g., it is a definite term appointment).
- d. If renewed (based upon program needs and funding at the end of the specified term), the incumbent's continuance in the position will depend upon a positive performance evaluation, as determined by the hiring authority.

6. Advertising the PVA

- a. Placing advertisements of the PVA for a minimum of 30 days, distributing the PVA widely, and taking any other appropriate actions to ensure that information regarding the opening is widely disseminated.
- b. The PVA may be issued to other land-grant universities and Agriculture Experiment Stations, and published in appropriate publications.
- c. Recruitment efforts must support UC ANR's affirmative action goals, particularly with respect to underutilized groups. Refer to UC ANR Policy and Procedure Manual, Section 602, *Employment Policies and Procedures*.

7. Academic Recruitment

Information on academic recruitment is available on the web (see item VI, *Related Information* below for link).

B. Candidate Selection

Candidate selection for academic appointee positions is in accordance with the procedures described in on the UC ANR Academic Human Resources website (link available in item VI, *Related Information*, below).

C. Appointment Authority

The Associate Vice President (and/or designee) has the authority to approve the

rank and step of a candidate. The hiring authority issues a written appointment offer letter to the selected candidate that includes a description of the terms of the position, the considerations of the appointment, and the starting salary.

VI. RELATED INFORMATION

- [UC Office of the President \(UCOP\) Academic Personnel and Programs](#)
- [UCOP Academic Personnel Policy \(APM\)](#)
- [UC APM Section 310, *Appointment and Promotion - Professional Research Series*](#)
- [UC APM Section 311, *Appointment and Promotion - Project \(e.g., Scientist\) Series*](#)
- [UC APM Section 330, *Appointment and Promotion - Specialist*](#)
- [UC APM Section 334, *Appointment and Promotion - Specialist in Cooperative Extension Series*](#)
- [UC APM Section 335, *Appointment and Promotion - Cooperative Extension Advisor Series*](#)
- [UC APM Section 370, *Appointment and Promotion - Academic Administrator Series*](#)
- [UC APM Section 375, *Appointment and Promotion - Academic Coordinator Titles*](#)
- [UCOP Diversity: Faculty and Other Academic Personnel - Family Friendly Policies](#)
- [UC ANR Program Council](#)
- [UC ANR Academic Personnel](#)
- [UC ANR Affirmative Action Office](#)
- [UC ANR Academic Human Resources](#)
- [UC ANR Academic Recruitment](#)
- [UC ANR Policy and Procedure Manual, Section 602, *Employment Policies and Procedures*](#)

VII. FREQUENTLY ASKED QUESTIONS

Not used.

VIII. REVISION HISTORY

November 2017:

Format updated.

April 2021: Title change from “Filing Vacant Positions” to “Approving and Recruiting Academic Positions,” revised for current practices, titles and links updated, and information in former appendices transferred to UC ANR Academic Human Resources website.

September 2022:

Format updated.