

PRE-RECRUITMENT PROCESS FOR LADDER-RANK FTE's

For FTE's previously allocated to Deans by the Provost:

The following information should be provided by email to the Office of the Vice-Provost--Academic Personnel, and the Office of Resource Management and Planning. Send email to Marianne Mendez, Administrative Assistant in Academic Personnel (mmrivas@ucdavis.edu) and Lindy Watts, Analyst, Office of Resource Management and Planning (lswatts@ucdavis.edu). *Formal release of the FTE is no longer required, unless there is a request for an upgrade.

- Announce intent to begin recruitment
- Request a campus position number, or if applicable, provide the school/college assigned number
- Request an upgrade of the position, if applicable, and provide documentation justifying request

ORMP will provide position numbers to all appropriate parties within 48 hours. The Office of the Vice Provost--Academic Personnel will make a good faith effort to respond to upgrade requests in a timely fashion. Deans' Offices should alert us to the upgrade request as soon as possible. Every effort will be made to inform Deans' Offices of the Vice Provost's travel plans. The Provost will approve upgrade requests if the Vice Provost is away for an extended time. Upgrade requests must include a statement from the Dean assuring that the position upgrade will not adversely impact the equal opportunity aspect of the search.

Position announcements must be submitted for inclusion in the UC Davis Academic Employment Opportunities Bulletin immediately following the Dean's approval of the Department Search Plan. Email announcement to Marianne Mendez (mmrivas@ucdavis.edu) using the attached template, or using an alternate format if the position description contains all the required information. Position announcements will also be posted to the Bay Area Higher Education Recruitment Consortium website at <http://www.bayareaherc.org>.

Final recruitment documentation should be provided to the Office of the Vice Provost--Academic Personnel at the time the appointment dossier is forwarded.

*Emails and telephone requests directly to the Vice Provost--Academic Personnel and the Provost are discouraged.

January 13, 2003; revised February 10, 2004 (updated 3/29/07)

JOB ANNOUNCEMENT TEMPLATE

TITLE(S):

DEPARTMENT(S):

POSITION NUMBER:

DEFINE RESEARCH AND TEACHING AREA; DESCRIBE EXPECTED TEACHING, RESEARCH AND SERVICE DUTIES (INCLUDE CLINICAL DUTIES, IF APPROPRIATE):

LIST REQUIREMENTS/QUALIFICATIONS (degree(s); research and teaching experience, ability and/or potential):

LIST ITEMS TO SUBMIT WITH APPLICATION (i.e., curriculum vitae; summary of research and teaching experience, ability, and/or potential; name and contact information for a minimum of three confidential referees. Schools and Colleges may require additional items such as research plan, reprints, abstract of thesis/dissertation; undergraduate and/or graduate transcripts):

LIST CONTACT INFORMATION: (search committee chair, address, phone, email, fax, web address, etc.):

IDENTIFY CLOSING DATE: (date; or open until filled, but for full consideration must be received by ___):

NONDISCRIMINATION AND AFFIRMATIVE ACTION POLICY STATEMENT