**Faculty Search Plan**

|  |
| --- |
| **INSTRUCTIONS:**   * Please complete the search plan information below:   + Replace the blue text with your search’s information.   + Please note greyed out areas remain as is as they are mandated by the UC System/Campus. * The search must remain open and published for a minimum of 30 days.   + It may take 5 business days to obtain necessary approvals, so please plan your search dates accordingly.   + SNS AP Staff may need to adjust the dates for this search in order to meet the UC guidelines. * Once SNS AP Staff receives this completed document, the search plan will be entered into AP Recruit and submitted for approvals. * If you have any questions regarding this form, please contact snspersonnel@ucmerced.edu. |

1. **General Information:**

|  |  |
| --- | --- |
| Today’s Date: | Add |
| Department: | Add |
| Specialty Area: | Add |
| Position Level/Rank: | Add |
|  | Please check this box if this is a \*Multi-Level\* Recruitment. |
| Provision Number: | Add |
| Academic Year: | Add |
| Department Chair: | Add |
| Search Committee Chair: | Add |
| Search Committee Members: | Add |
| Equity Advisor: | Chris Amemiya |
| Non-Voting Search Committee Members: | Add |
| Open Date:  *(Date that search will open in AP Recruit)* | Add |
| Close Date:  *(Last date that applications can be received)* | Add |
| Final Date:  *(Last date that candidate materials can be uploaded into AP Recruit)* | Add |

1. **If Multi-Level Recruitment:** (skip if this is not a multi-level recruitment)

A multi-level recruitment requires applicants to select a level during the application process. Open rank recruitments are typically multi-level recruitments. Splitting Associate and Full Prof levels may be applicable if the department is requesting different requirements for Associate and Full.

|  |  |
| --- | --- |
| **Level name for 1st level** |  |
| **Applicant instructions** (define purpose or instructions) |  |
| **Title codes for 1st level** |  |
|  | |
| **Level name for 2nd level** |  |
| **Applicant instructions** (define purpose or instructions) |  |
| **Title codes for 2nd level** |  |

**If needed:**

* Add another level

1. **Contact Information:**

|  |  |
| --- | --- |
| Email Address | [snspersonnel@ucmerced.edu](mailto:snspersonnel@ucmerced.edu) |
| Mailing Address | University of California, Merced  School of Natural Sciences  5200 North Lake Road  Merced, CA 95343 |
| “From” Email Address | SNS Personnel <snspersonnel@ucmerced.edu> |
| More Info (Department Website) | Add |

1. **Recruitment Description:**

|  |
| --- |
| The School of Natural Sciences is seeking [one] new faculty member at the Assistant (tenure-track), Associate (tenured), or Full Professor (tenured) level in \_\_\_\_(field). Candidates in all areas of \_\_\_ are encouraged to apply. We seek outstanding scholars who will establish and maintain creative research programs; participate in creating a multi-faculty specialization in \_\_\_ at UC Merced; participate actively in the development of innovative interdisciplinary programs and research; and, teach effectively at both the undergraduate and graduate levels. |
| The University of California, Merced, is the newest of the University of California system’s 10 campuses. With 8,500 undergraduate and graduate students (<https://www.ucmerced.edu/fast-facts>), UC Merced provides outstanding educational opportunities to highly qualified students from the heart of California, the nation, and abroad. The campus has special connections to nearby Yosemite National Park; is on the cutting edge of sustainability in construction and design; and supports the economic development of Central California. The Merced 2020 Project doubled the physical capacity of the campus, and enhanced academic distinction, student success, and research excellence (<https://merced2020.ucmerced.edu/>). |

1. **Qualifications:**

|  |
| --- |
| Minimum Qualifications: |
| Add |
| Additional Qualifications (Note: additional qualifications may limit your search candidate pool): |
| Add |
| Preferred Qualifications (Note: preferred qualifications may limit your search candidate pool): |
| Add |

1. **Documents:**

* Please select the documents that the candidate will need to submit with their application.

|  |  |  |  |
| --- | --- | --- | --- |
| **Document** | **Required** | **Optional** | **Not Needed** |
| Curriculum Vitae |  |  |  |
| Cover Letter |  |  |  |
| Statement of Research |  |  |  |
| Statement of Teaching |  |  |  |
| List of References |  |  |  |
| Contributions to Diversity, Equity and Inclusion Statement |  |  |  |
| Other: |  |  |  |
| Other: |  |  |  |
| Other: |  |  |  |
| Other: |  |  |  |

1. **Anticipated Position Start Date:**

|  |
| --- |
| Add |

1. **Deadline:**

|  |
| --- |
| Review of applications will begin on \_\_\_\_\_\_\_\_\_, with a final closing date of \_\_\_\_\_\_\_\_\_\_. |

1. **Documents:**

|  |
| --- |
| Documents Required/Requested: |
| Add  *Example: Applications must be submitted via this website, and must include 1) a cover letter stating area of interest; 2) curriculum vitae; 3) statement of research; 4) statement of teaching; 5) a diversity, equity and inclusion statement\*; and, 6) a list of references with contact information including mailing address, phone number and e-mail address.* |
| \*The contributions to diversity, equity and inclusion statement should describe your past experience, activities and future plans to advance diversity, equity and inclusion, in alignment with UC Merced’s mission to reflect the diversity of California and to meet the educational needs and interests of its diverse population. Some faculty candidates may not have substantial past activities. If that is the case, we recommend focusing on future plans in your statement. A more developed and substantial plan is expected for senior candidates.  For an example of a Diversity, Equity and Inclusion Statement, please visit <http://facultyexcellence.ucsd.edu/c2d/index.html#Are-there-any-guidelines-for-wr> and/or <https://ofew.berkeley.edu/sites/default/files/example_statements_contributions_to_diversity.pdf> . |

1. **References (Letters of Recommendation):**

**Assistant Professor Level:**

|  |  |
| --- | --- |
| Number of Letters of Recommendation Required: | **3** |

**Associate/Full Professor Level:**

|  |  |
| --- | --- |
| Number of Letters of Recommendation Required (after the candidate has been selected): | **3** |

**Letter of Recommendation Language:**

|  |
| --- |
| The letter of recommendation language will be adjusted by the SNS Staff to match the number of letters required and their due date; otherwise, the language will remain unchanged: |
| Applicants for the **Assistant Professor** level should arrange to have three letters of reference submitted online. After an application is submitted, the letters of reference should be electronically uploaded by the letter writers (instructions will be provided by the application system). Letters of reference should be received no later than \_XXXXXX\_.  Applicants for the **Associate/Full Professor** level should include a list of three references with their applications; letters of reference are not required at this time. Once the search committee has determined the short list of candidates, the search committee chair will request letters of recommendation at that time. |

1. **Affirmative Action and Salary Information:**

|  |
| --- |
| The University of California is an Equal Employment Opportunity/Affirmative Action employer and invites applications from all qualified applicants, including women, minorities, veterans, and individual with disabilities, who will enrich the teaching, research and public service missions of the university. All qualified applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy, see: [UC Nondiscrimination & Affirmative Action Policy](https://policy.ucop.edu/doc/4000376/DiscHarassAffirmAction). |
| Salary is commensurate with education, experience, and UC academic salary scales. |

1. **Faculty Contact Information:**

|  |
| --- |
| For additional information, please contact \_\_\_ at \_\_\_@ucmerced.edu. |

1. **Automatic Notification:**

|  |
| --- |
| Applicants will be notified when the final candidate has been selected. |

1. **Search & Recruitment Efforts:**

* The answers to these questions should be included in your diversity, equity and inclusion plan. Before submitting your diversity, equity and inclusion plan, please discuss the details with your Faculty Equity Advisor:
  1. In which publications/websites do you plan to advertise?
  2. What other forms of communication do you plan to use? Some methods include:
     + Canvassing other campuses by email, phone or mail
     + Posting the ad on external bulletin boards
     + Attending conferences
     + Corresponding with individuals who belong to organizations or groups associated with attracting and maintaining diversity, equity and inclusion

|  |
| --- |
| Search & Recruitment Efforts:   * Add diversity, equity and inclusion plan below.   **\*Please consult with the SNS faculty equity advisor for guidance.** |
| Add |
| Examples:  - The Search Committee Chair will send the job ad to relevant listservs, with an open invitation to contact him/her with regard to search.  - The Search Committee Chair will review this website and send the job ad to any of the relevant listservs: <http://ofew.berkeley.edu/recruitment/senate-searches/appendices/appendix-h-resources-recruitment-doctoral-and-postdoctoral>  - The Search Committee Chair will reach out to Directors of Graduate Study (Graduate Student Chairs) at a wide range of universities with an invitation to their students to apply.  - Members of the faculty will carry copies of the job advertisement to professional meetings and encourage people to apply, particularly members of under-represented groups.  - The faculty will contact dissertation thesis advisors at major programs to inquire about students who might meet our programmatic and diversity, equity and inclusion needs.  - The faculty will also generate a list of potential candidates to send recruiting emails and encouragements to apply for the position. |

1. **Advertisements – Ad Sources:**

* Ads must be published for a minimum of 30 days.
* List all ad locations below (including Listserv sites). Note: The search committee chair is responsible for posting on the Listserv sites.
* Print ads are not required.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Posted by UCM or Ad Agency?** | **Ad Source** | **Requested Pub Dates** | **Ad Cost** | **Required,**  **Approved, or Denied** | **Actual Pub Dates** | **PO#** | **Comments** |
| UCM | AP Recruit | Add | 0 | Required |  | N/A |  |
| UCM | HERC | Add | 0 | Required |  | N/A |  |
| auto-posted | CalJobs | Add | 0 | Required |  | N/A |  |
| auto-posted | America’s Job Exchange | Add | 0 | Required |  | N/A |  |
| Ad Agency | Chronicle of Higher Education | Add |  | Required |  |  | 60-day minimum as there isn’t a 30-day minimum option for this Ad. |
| Ad Agency | SACNAS | Add |  | Required |  |  | 30-day minimum |
|  | Add | Add |  |  |  |  |  |
|  | Add | Add |  |  |  |  |  |
|  | Add | Add |  |  |  |  |  |
|  | Add | Add |  |  |  |  |  |
|  | Add | Add |  |  |  |  |  |
|  | Add | Add |  |  |  |  |  |
|  | Add | Add |  |  |  |  |  |
|  | Add | Add |  |  |  |  |  |
|  | Add | Add |  |  |  |  |  |