

Recruitment

Most departments are at the stage of interviewing, selecting finalists, and making tentative offers. After selecting a finalist, the next steps in the process are as follows:

- E-mail the Dean for approval of your selection. The Dean will need to know the step and salary you are suggesting.
- After Dean's approval, contact the candidate and let them know that the department wants to recommend them for appointment. Discuss salary, step and start-up package.
- Keep in close contact with the Dean regarding the start-up package and salary issues.
- When the start-up package is determined and the Dean has given approval, prepare the tentative offer letter with the details. Get the Dean's final approval on the letter. Be sure to send the removal policy brochure with the letter. Get the candidate's signature on the letter and send the signed copy to the Dean's Office.
- Keep in mind that start-up packages over \$36000 must have Vice Provost approval.
- Off-scale salaries may need Vice Provost approval if they exceed more than \$100 less than the same step in the next rank. This happens very rarely.
- Begin preparing the appointment file as soon as possible. Once the candidate has given the Chair a verbal acceptance, preparation should begin. Use the cover sheet and checklist in the Handbook for Hiring on Academic Personnel's website. Prepare a UC-style bibliography with all the same information as would be needed for a merit file (acceptance and submission dates, page numbers, etc.).
- Prepare the candidate for the multi-level approval process and the time involved. It will take several weeks for the appointment to be approved at the Chancellor's level and for an appointment letter to be prepared.
- Be aware of visa issues and make sure the candidate meets early on with International Relations.

There are AAU, UC and state deadlines that must be met when we recruit from other institutions. The dates below refer to the date that a formal offer must be given, not a tentative offer, so if you are aware that your candidate is currently working at one of these institutions, please let Scheryl know immediately. The Vice Provost or EVC will have to request an exception from the candidate's institution.

- AAU Institutions: **Deadline for final offer is April 30th**. See APM 500 for a listing of AAU institutions.
- Other State Institutions: **Deadline for final offer is April 30th**. See APM 501 for information.
- Other UC Campuses: **Deadline is April 1st**. See APM 510 for details. There are several steps in the process for recruiting from other UC campuses.