Guidelines for Academic Recruitments in Print Ads and UC Recruit Implementation of *SB 1162: California Pay Transparency*

All academic recruitment job postings with an open date of January 1, 2023 or later are required to include language explaining the salary range in all academic recruitments. Please consult with Academic Affairs *before* proposing any modifications to the provided language.

Print Ad Instructions:

For print ads with character limits and without the ability to include hyperlinks, please include one of the following statements:

> A reasonable salary estimate for this position is $[Insert]-$[Insert].
>
> OR
>
> The current base pay range is $[Insert]-$[Insert]. Other components of pay may be offered when necessary to meet competitive conditions, qualifications, and experience.
>
> *Please include the minimum and maximum salaries from the associated table for the title code you are hiring for in place of the highlighted text.*

UC Davis Recruit Instructions:

When creating a recruitment in UC Davis Recruit, information regarding the salary range must been included. Please include the provided language in the Salary Range field located on the Position tab for the Search Plan in UC Recruit.

➢ *For Senate title searches*

> The [posted UC salary scales](https://www.ucop.edu/academic-personnel-programs/compensation/index.html) set the minimum pay determined by rank and/or step at appointment. See [Table(s) [Insert]](link) for the salary range(s). "Off-scale salaries" and other components of pay, i.e., a salary that is higher than the published system-wide salary at the designated rank and step, are offered when necessary to meet competitive conditions, qualifications, and experience.
>
> *Please include the name of and link to the associated table(s) for the title code(s) you are hiring for in place of the highlighted text.* Example: *See [Table 1: Faculty – Ladder Ranks – Professor Series, Academic Year](https://www.ucop.edu/academic-personnel-programs/_files/2022-23/oct-2022-salary-scales/t1.pdf)*

➢ *For Schools of Human Health Sciences searches (Health Sciences Compensation Plan)*

For recruitments in the Schools of Human Health Sciences, which may include both Senate and Non-Senate titles as part of the same search, please include the language below:

> The [posted UC salary scales](https://www.ucop.edu/academic-personnel-programs/compensation/index.html) set the minimum pay determined by rank and/or step at appointment. See [Table 5 – Summary](https://www.ucop.edu/academic-personnel-programs/_files/2022-23/oct-2022-salary-scales/t5-summary.pdf) for the salary range. This position may include membership in the [Health Sciences Compensation Plan](https://aadocs.ucdavis.edu/policies/apm/apm-670.pdf), which provides for eligibility for additional compensation.

➢ *For other academic series searches (if pay is eligible for negotiation)*

The [posted UC salary scales](https://www.ucop.edu/academic-personnel-programs/compensation/index.html) set the minimum pay determined by rank and/or step at appointment. See [Table(s) [Insert]](link) for the salary range(s). "Off-scale salaries", i.e., a salary that is higher than the published system-wide salary at the designated rank and step, are offered when necessary to meet competitive conditions, qualifications, and experience.

Please include the name of and link to the associated table(s) for the title code(s) you are hiring for in place of the highlighted text. Example: *See [Table 29: Specialist in Cooperative Extension Series, Fiscal Year](https://www.ucop.edu/academic-personnel-programs/_files/2022-23/july-2022-salary-scales/t29.pdf)*

➢ *For other academic series searches (if pay is a set range)*

See [Table(s) [Insert]](link) for the salary range(s) for this position. A reasonable estimate for this position is $[Insert]-$[Insert].

Please include the name of and link to the associated table(s) for the title code(s) you are hiring for and a reasonable estimate for minimum and maximum salary range in place of the highlighted text. Example: *See [Table 26-B: Represented Librarian Series, Fiscal Year](https://www.ucop.edu/academic-personnel-programs/_files/2022-23/july-2022-salary-scales/t26-b.pdf) for the salary range for this position. A reasonable estimate for this position is $60,700-$75,122.*

For questions regarding this guidance, please contact Co-Director Kim Poole via email at kcpoole@ucdavis.edu

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