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

All academic recruitment job postings, including those that opened before January 1, 2023 and remain open, must include language explaining the salary range. Please consult with Academic Affairs *before* proposing any modifications to the provided language.

Print Ad Instructions:

For print ads with character limits, please include one of the following statements:

> A reasonable 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.

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 (if the range is pre-determined)*

> "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. A reasonable estimated salary range for this position is $[Insert]-$[Insert], inclusive of the salary scale and off-scale salary components.

➢ *For Senate title searches (if a range is too broad or unpredictable)*

> The salary range for this position is $[Insert]-$[Insert]. "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.

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

> The salary range for this position is $[Insert]-$[Insert]. "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.

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

> A reasonable estimate for this position is $[Insert]-$[Insert].

Adapted from UCOP Academic Personnel and Programs – January 2023

Academic Affairs Note: If an academic position could be offered at less than full-time, then please make sure to include both exempt and non-exempt salary range information.

➢ *For Junior Specialist Recruitments*

Step 1 only: A reasonable estimate for this position is $[Insert] at Step 1
Step 2 only: A reasonable estimate for this position is $[Insert] at Step 2
Step 1 or Step 2: A reasonable estimate for this position is $[Insert] at Step 1 or $[Insert] at Step 2

➢ *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 connect with your dean's office for guidance about which option to use:

The salary range for this position is $[Insert]-$[Insert]. This position includes membership in the [Health Sciences Compensation Plan](https://aadocs.ucdavis.edu/policies/apm/apm-670.pdf).

OR

The salary range for this position is $[Insert]-$[Insert]. This position [includes/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. The salary range listed is for base compensation only and may be adjusted depending on qualifications and experience. The salary range does not include variable compensation and is subject to the individual department compensation plan.

Academic Affairs Note: If an academic position could be offered at less than full-time, then please make sure to include both exempt and non-exempt salary range information.

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

The Office of Graduate Studies has authority over where Postdoc positions are posted for recruitment. Currently, Graduate Studies has determined that deans' offices can decide whether or not to permit posting them in UC Recruit. *Departments are required to obtain approval from their dean's office via the academic personnel analyst before adding postdoc recruitments to UC Recruit.* The following language is approved for use for postdoc positions:

➢ *Postdoc positions:*
  ✓ *Full-time position*
  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 23: Postdoctoral Scholar-Employee, Postdoctoral Scholar-Fellow, Postdoctoral Scholar-Paid Direct, Fiscal Year](https://www.ucop.edu/academic-personnel-programs/_files/2024-25/oct-2024-scales/t23.pdf). The salary range for this position is $[Insert]-$[Insert]. "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.

  ✓ *Part-time position*
  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 23N: Postdoctoral Scholar-Employee, Experience-Based Hourly Rate Minimum, Fiscal Year, Non-exempt](https://www.ucop.edu/academic-personnel-programs/_files/2024-25/oct-2024-scales/t23-n.pdf). The salary range for this position is $[Insert]-$[Insert]. "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.

✓ *Part-time or Full-time position (unknown at time of posting):*
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 23: Postdoctoral Scholar-Employee, Postdoctoral Scholar-Fellow, Postdoctoral Scholar-Paid Direct, Fiscal Year](https://www.ucop.edu/academic-personnel-programs/_files/2024-25/oct-2024-scales/t23.pdf) **and** [Table 23N: Postdoctoral Scholar-Employee, Experience-Based Hourly Rate Minimum, Fiscal Year, Non-exempt](https://www.ucop.edu/academic-personnel-programs/_files/2024-25/oct-2024-scales/t23-n.pdf). The salary range for this position is $[Insert]-$[Insert] for full-time or $[Insert]-$[Insert] for part-time. "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.

For questions regarding postdoc guidance, please contact Tracey Pereida via email at tgpereida@ucdavis.edu