

January 4, 2016

[Advisory to Deans #AA2016-01](#)

**DEANS, EXECUTIVE ASSOCIATE DEANS, ASSOCIATE DEANS, ASSISTANT DEANS, AND
ACADEMIC PERSONNEL ANALYSTS**

RE: Changes to Junior Specialist Hiring Practices and Appointment Process

Dear Colleagues:

You may recall that we discussed at the Deans Update on December 7th that we will be changing our hiring practices for Junior Specialists. Currently, the campus uses a courtesy appointment form in Forms Online, which does not require a search or a search waiver. We have discovered that this form is not only out of compliance with fair hiring practices, but it is also out of compliance with a union settlement we agreed to in 2013. Given this discovery, we need to change our hiring practices immediately.

Effective January 11, 2016, the courtesy appointment form may no longer be used for Junior Specialist appointments. If a courtesy appointment form for a Junior Specialist is in progress in Forms Online, it must be finalized or canceled by January 11. At that time, the in-progress forms will be automatically canceled. Also effective January 11, for all junior specialist hires, a search must be conducted or a search waiver must be approved based on criteria provided in Appendix D. The appointment action for the junior specialist shall be completed using MyInfoVault (MIV), since MIV is already in compliance with the 2013 settlement that required previous employment-related questions on the Appointment Action Form.

To assist with this transition, we have compiled materials to guide you through the changes. Please review these materials and distribute to your department staff and chairs immediately. These materials include:

- APPENDIX A: pool advertisement template & position description for junior specialists
- APPENDIX B: pooled recruitment guidelines
- APPENDIX C: junior specialist appointment checklist
- APPENDIX D: junior specialist search waiver criteria

Thank you in advance for your support of these new processes. If you have any questions, comments or concerns, please do not hesitate to contact Kelly Anders, Director of Academic Personnel & Systems (kanders@ucdavis.edu, 530-754-8268) or Danny Gray, Director of Academic Employment and Labor Relations (dgray@ucdavis.edu, 530-752-2090).

Sincerely,



Maureen L. Stanton
Vice Provost—Academic Affairs
Distinguished Professor, Department of Evolution and Ecology

/kla

APPENDIX A: POOL ADVERTISEMENT TEMPLATE & POSITION DESCRIPTION NARRATIVE FOR JUNIOR SPECIALISTS (red text needs to be determined and/or edited by the department or college)

Following is guidance on how to advertise pool recruitments, including a sample position description narrative.

Recruit Analysts, please note – to ensure that applicants are aware of the current review period, use public review dates in Recruit, rather than private dates.

POOL ADVERTISEMENT TEMPLATE/EXAMPLE

The Department of [name] at the University of California, Davis invites applications for a pool of qualified Junior Specialists in [department/discipline] should an opening arise. Screening of applicants is ongoing and will continue as needed. The number of positions varies each year, depending on the needs of the department.

POSITION DESCRIPTION:

This position will be involved in interdisciplinary studies focusing on questions in [For example: ecology, genetics, environmental sciences, human development, conservation, civil engineering, mathematics, etc. **NOTE: For department- or college-level pools, the potential study areas should be relatively broad. A pool recruitment for a single sub-discipline or laboratory group should define more specific areas**]. Successful candidates will also participate in [For example: field studies, laboratory studies, oceanographic monitoring program along the west coast, human-subject studies...]. General responsibilities include: [**NOTE: Junior Specialists are required to be actively and significantly involved in publishable research activities, including reviewing journal articles and engaging in discussions on research and the interpretation of research results. Expectations for Professional Competence and Activity should also be addressed, such as: participate in appropriate professional/technical societies or groups and other educational and research organizations; and, review research proposals, journal manuscripts, and publications related to area of expertise.**] The ideal candidate will have strong interpersonal, communication, and decision-making skills; as well as the ability to work well independently and as part of a team.

BASIC QUALIFICATIONS:

- Bachelor degree in [major] or a related field [with a minimum of [number of years] experience in laboratory and/or field research]. [**NOTE: A Junior Specialist is required to hold a Bachelor's degree, as the nature of the series requires a minimum education background to read, write and interpret research studies.**]

[List other basic qualifications].

PREFERRED QUALIFICATIONS (optional):

SALARY RANGE: Step I - \$36,984 [100% annual] or Step II - \$39,444 [100% annual]), commensurate with qualifications and experience.

POSITION AVAILABLE/CLOSING DATE: As openings occur, appointments are made contingent upon availability of funding. The posting will remain open until [date, up to one year in advance] to accommodate department needs. If you would like to continue to be considered after that time you will need to submit a new application when a new position is posted. Please note: The use of a junior specialist pool does not guarantee that an open position exists.

TERM OF APPOINTMENT: Short term, seasonal appointment based on the needs of the research project. Appointments may be made up to 100%.

TO APPLY: To apply, please go to the following link: [link to UC Davis Recruit for this position]. Applicants should submit [requirements for submission, e.g., cover letter, curriculum vitae, research statement, publications, etc.]. Documents/materials must be submitted as PDF files. Applicants should also provide [contact information for [number of] references] or [[number of] letters of recommendation. All letters will be treated as confidential per University of California policy and California state law.]

QUESTIONS: Please direct questions to [contact information].

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration 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: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>.

Under Federal law, the University of California may employ only individuals who are legally able to work in the United States as established by providing documents as specified in the Immigration Reform and Control Act of 1986. Certain UCSC positions funded by federal contracts or sub-contracts require the selected candidate to pass an E-Verify check. More information is available <http://www.uscis.gov/e-verify>.

UC Davis is a smoke & tobacco-free campus (<http://breathefree.ucdavis.edu/>).

If you need accommodation due to a disability, please contact the recruiting department.

APPENDIX B: POOLED RECRUITMENT GUIDELINES

Recruit: Pooled Recruitment Guidelines

A pooled recruitment may be conducted to recruit for multiple positions within a single title series in a department or college/school. A pooled recruitment allows a college/school to secure an extensive pool of diverse applicants with a range of specialties from which to choose from in a short period of time. Pooled recruitments may be useful to fill several similar temporary positions or where need fluctuates from quarter to quarter based on enrollment or funding. A pooled recruitment may span up to one year requiring annual renewal.

1. Notification & Consultation prior to submission of Search Plan– Before setting up your search plan in Recruit, send an email notification to your dean's office academic personnel analyst that you are planning to setup a pooled recruitment. The notification should include the department, title series, and length of recruitment and proposed schedule of hires.

2. Prepare search/recruitment plan in UC Davis Recruit – One or more search plans may be established in UC Davis Recruit for pooled recruitments.

- When there is a significant difference in disciplines/specialties AND separate *distinct* search committees for each discipline then there should be a separate search plan set up in UC Davis Recruit.
- When multiple search plans are established, the Recruitment Name should be standardized so that they are easily identifiable by applicants (ex. "Junior Specialist Open Recruitment 2015-16 Soils & Biogeochemistry" and "Junior Specialist Open Recruitment 2015-16 Hydrology").

3. Advertisements – College/school level advertisement should include:

- the title series of the position and the range of possible duties (e.g. criteria for title series, or list of areas of expertise, or specialties/fields)
- the term of the recruitment including beginning of application review period
- the period during which possible appointments will be made (e.g., January 1- June 30, winter or spring quarters, or 2015-16 academic year).
- the specific URL where the applicant will find the individual title series recruitment by department.

4. Search Committee Members

- When a single search plan is established for a pooled recruitment for multiple positions within a single title series and there is a need to rotate individual search committee members on and off a committee, two permanent Search Committee members are required to be appointed to the pooled recruitment for the term of the recruitment.
- The college/school will appoint at least one additional member as requests for hires are made (e.g. the PI may be added as an additional member).

5. Search Report and Applicant Status codes – For each pool Shortlist and Search Report the following information needs to be clear for every complete applicant (see following Round 1 and Round 2 examples):

- The year of the specific hiring need (for example, 2015-16 academic year).
- The specific area the individual was considered for (e.g., soils, biogeochemistry, etc.)
- The individual's status at the time the Search Report is submitted:
 - **Permanent deselection** (minimally qualified, reviewed, deselected – will not be considered again). When this is used it only needs to be stated once.
 - **Wrong specialization** (minimally qualified, reviewed, incorrect specialization, deselected for current specific search area, will be reviewed again next time)
 - **Deselected for current need** (minimally qualified, reviewed, correct specialization, not selected for an interview, will be reviewed again next time)
 - **Interviewed** (minimally qualified, reviewed, interviewed, not proposed candidate, will be reviewed again next time)
 - **Proposed candidate** (minimally qualified, reviewed, interviewed, selected).

EXAMPLE: Round 1 – Need for spring 2016 in soils

Candidate outcome for current need	Candidate status	Disposition reason(s)	Disposition reason/comment
Permanent deselection. Will not be hired	Complete	Select reason(s), or choose 'Other' and state the reason.	Spring 2016 (soils): Reason provided if selected 'Other.' Will not be considered again.
Wrong specialization. Will consider again in the future.	Complete	'Other'	Spring 2016 (soils): Wrong specialization, will consider again for future needs.
Deselected for current need: Right area but not selected.	Complete	Select reason(s), or choose 'Other' and state the reason.	Spring 2016 (soils): Reason provided if selected 'Other.' Will consider again for future needs.
Considered and interviewed but not selected candidate.	Interviewed	Select the disposition reason(s).	Spring 2016 (soils): Brief statement about why the person was interviewed but ultimately not selected for the position.
Proposed candidate	Proposed Candidate	NO DISPOSITION REASON	Spring 2016 (soils): Several sentences about why this person is the proposed candidate for this particular need.

EXAMPLE: Round 2 – Need for spring, 2016 in biogeochemistry

Candidate outcome for current need	Candidate status	Disposition reason	Disposition reason/comment
Permanent deselection. Will not be hired.	Complete	Select reason(s), or choose 'Other' and state the reason.	Only given to candidates who applied after the review dates for the last Search Report. Spring, 2016 (biogeochemistry): Reason provided if selected 'Other.' Will not be considered again.
Wrong specialization. Will consider again in the future	Complete	Disposition reason spring 2016 (soils): Reason selected. Disposition reason spring, 2016 (biogeochemistry): 'Other'	Spring, 2016 (soils): Correct area, not selected. Disposition reason provided. Will consider again for future needs. Spring, 2016 (biogeochemistry): Wrong specialization, will consider again for future needs.
Deselected for current need: Right area but not selected.	Complete	Disposition reason spring 2016 (soils): 'Other' Disposition reason spring, 2016 (biogeochemistry): Select reason(s), or choose 'Other' and state the reason.	Spring, 2016 (soils): Wrong specialization, will consider again for future needs. Spring, 2016 (biogeochemistry): Reason provided if selected 'Other.' Will consider again for future needs.
Considered and interviewed but not selected candidate.	Interviewed	Disposition reason spring 2016 (soils): 'Other' Disposition reason spring, 2016 (biogeochemistry): Select the disposition reason.	Spring, 2016 (soils): Wrong specialization, will consider again for future needs. Spring, 2016 (biogeochemistry): Brief statement about why the person was interviewed but ultimately not selected for the position.
Proposed candidate	Proposed Candidate	NO DISPOSITION REASON	Spring, 2016 (soils): Wrong specialization, will consider again for future needs. Spring, 2016 (biogeochemistry): Brief statement about why this person is the proposed candidate for particular need.

APPENDIX C: JUNIOR SPECIALIST APPOINTMENT CHECKLIST

For the following Academic series:

Junior Specialist

Appointments should be prepared in MIV.

Department must initiate and receive approval of Step 1 or Step 2 before assembling the appointment dossier:

1. ___ If conducting a search, submit a completed Search Report to the dean's office.
2. ___ Or, if requesting a Search Waiver, submit a request through [Forms On-Line](#) to the Dean, including:
 - a. The candidate's curriculum vitae
 - b. A position description

Department will submit to the dean's office using MIV:

- ___ Action Form for New appointments
- ___ Brief letter from the chair indicating the results of faculty consultation (if any), source of funding, term of appointment, and qualifications of the individual.
- ___ Reference letters from Recruit, if applicable.
- ___ Position description indicating services expected to be performed and percentage effort expected for each activity. **REMINDER: Required to be actively/significantly involved in publishable research activities as documented through publications or other methods, including reviewing journal articles and engaging in discussions on research and the interpretation of research results. Expectations for Professional Competence and Activity should also be addressed, such as: participate in appropriate professional/technical societies or groups and other educational and research organizations; and, review research proposals, journal manuscripts, and publications related to area of expertise.**
- ___ Signed Biography Form.*
- ___ Curriculum vitae or resume.*

*Departments may upload the proposed appointee's CV along with the Biography Form in MIV. These documents will need to be merged as one PDF file and uploaded into "Biography Form".

APPENDIX D: JUNIOR SPECIALIST SEARCH WAIVER CRITERIA

Criteria under which a search waiver may be considered:

- 1) **Emergency Hire:** There is an urgent and unanticipated need to fill a position, there is not enough time to conduct a search, and the candidate has the expertise and is available to begin immediately. Emergency search waivers are made for a limited period of time, not to exceed two months in the Junior Specialist title series. If the position is to be filled beyond the duration of the waiver, an open search must be conducted.
- 2) **Spousal/ Partner Hire:** The successful recruitment or retention of a senate faculty member or a member of the senior management group (SMG) is ultimately dependent on an academic appointment for his or her spouse/partner. A spouse/ partner hire into a campus appointment is not an entitlement. Every spouse/partner hire must meet the qualifications and standard of excellence for the appropriate appointment. A spouse/partner hire is contingent on ultimate employment or retention of the associated individual. A spousal/partner search waiver can be of indefinite duration.
- 3) **Continuation of Training:** The candidate is a trainee of the campus (e.g., undergraduate or graduate student, postdoctoral scholar, fellow) who remains for a short period of time to complete a research project begun while in student or trainee status, or for a trainee who is hired by the campus to complete a clinical training program. Continuation of training search waivers are made for a limited period of time, not to exceed 18 months.
- 4) **Research Team:** A candidate is part of the existing research team of a **new faculty member**. A search waiver may be granted, but the waiver is only valid for an individual team member as long as they remain with the same research team and in the same series.

Exemptions from searches and search waivers for Non-Salaried (0% time) and Without Salary (WOS) Appointments:

Certain categories of positions are exempt from open recruitment. They do not require search waivers; however, all other policies associated with a specific academic title apply to such exempt positions. An exemption is continuous in duration until one or more qualifying conditions are changed.

This exemption applies to appointees who are unpaid employees of the UC campus where the appointment is held. The appointees in this category may have a UC employee ID number but **will not** receive salary from the University of California. If an appointee is to receive salary from UC subsequent to the initial non-salaried or without salary appointment, an open search or an approved search waiver is required.