

### **UCR GUIDELINE III FOR ACADEMIC RECRUITMENTS**

*To fulfill the needs of the University for ongoing temporary academic appointments throughout the academic year within compliance, our campus will implement guideline III for the recruitment of these positions effective July 1, 2025. Guideline III is designed to support the temporary nature of these appointments by decreasing administrative workload, reducing the time to hire applicants and streamlining the recruitment process.*

Recruiting departments may wish to utilize the pooled recruitment functionality to maintain a pool of applicants qualified to take on temporary appointments over an extended period. Pools may be useful when several similar temporary positions are available or where needs fluctuate each quarter. In units where several positions (such as Postdoctoral Scholars) are filled annually, those units may want to conduct pooled recruitments on an annual or quarterly basis to refresh the applicant pool.

For Recruitments initiated July 1, 2025, or later, please use the guidelines and information detailed in this document:

#### **Academic Titles Covered Under Guideline III:**

- Visiting Professor Series (under one-year appointments)
- Postdoctoral Employees
- Project Scientist Series (under two-year appointments)
- Professional Researcher Scientist Series (under two-year appointments)
- Specialist Series (under two-year appointments)
- University Extension Titles

#### **Guideline III:**

- All Recruitments must be processed in AP Recruit.
- Search Plan and Search Reports are submitted only (no Shortlist Report).
- If using the pooled recruitment functionality, each search can be open for a maximum of one year and must be closed by October 1<sup>st</sup> or June 30<sup>th</sup> of each year.
- The initial open recruitment period will be no less than 14 calendar days.
- The advertisement, in addition to traditional Search Plan elements, must specify the range of possible duties (e.g., list of courses to be offered, or areas of acceptable teaching expertise) and the period during which possible appointments would be made.
- Search plan approvals required from: Dean and Office of Civil Rights.
- A Search Committee of no less than three members should be formed to conduct recruitment.
- All recruitments must be properly closed through submitting a Search Report. A search Report should include a list of conducted outreach activities, interview notes, decision justifications, other relevant materials as well as properly dispositioned applicants and those selected for hiring. Multiple candidates can be proposed to hire on one report.
- A search report approval is required by the Office of Civil Rights.