

500-0 **Policy**

The University recruiting program is directed toward obtaining the best qualified person for the position authorized.

Normally vacancies should be filled at the instructor or assistant professor level in the Professorial series and at the lowest rank in the other teaching series and in the Professional Research series.

500-6 **Responsibility**

Academic personnel for existing budgeted positions are normally recruited by the appropriate department chair, director, dean and Chancellor.

500-7 **Aids**

The following policies relating to travel and removal expenses are designed to facilitate the University's recruitment policies:

- a. Travel Expenses for Recruitment (APM - 540).
- b. Removal Expenses (APM - 560).
- c. Removal Expenses — Assistants (APM - 561).
- d. Moving Expenses for Intercampus Transfers (APM - 550).
- e. Travel Expenses for Appointees to Visiting Titles (APM - 230-20-h).
- f. Travel Expenses for Short-Term Appointees on Extramurally Financed Projects (APM - 570).

500-10 **Standards**

Necessary qualifications for new personnel and limitations on title and salary offers that may be made to prospective personnel are determined by the policies and procedures for appointment and promotion of academic personnel as set forth in the Academic Personnel Manual Part II, Appointment and Promotion.

500-16 **Restrictions**

- a. All recruiting is subject to the limitation that appointments must conform to established University policies.
- b. Special conditions must be observed before initiating negotiations with the prospective employee:
 - (1) Who is employed by another California institution (see APM - 501).
 - (2) Who is employed on another University of California campus (see APM - 510).
- c. No administrative officer of the University shall offer appointment after April 30 for employment during the immediately ensuing academic year to a faculty member holding a tenure or tenure-track appointment at any institution which is a member of the Association of American Universities (see APM - 500, Appendix A, for listing of member institutions of the AAU, or online at <http://www.aau.edu/about/default.aspx?id=58>).
 - (1) This restriction applies to offers for employment at the University of California in a visiting or acting capacity or as a Lecturer as well as to offers for appointments of indefinite duration.
 - (2) This restriction does not apply to offers for appointments which would not require any reduction in the individual's service at the home institution (e.g., an appointment during the summer quarter).
 - (3) This restriction does not apply to faculty members holding non-tenure track appointments at Association of American Universities member institutions even if they are being offered tenure appointments at the University of California.
- d. Restrictions are placed upon the employment of near relatives of University employees (see APM - 520).
- e. No commitment, formal or informal, may be made in negotiating for the recruitment of a faculty member to a budgeted position involving tenure or security of employment prior to the approval of the Chancellor.
- f. Formal negotiations for recruitment of a faculty member may be initiated only with the prior approval of the Chancellor.

- g. When an individual not in the employ of the University is to be offered a tenure appointment by two or more campuses of the University, the same level of salary shall be offered by each of those campuses. The following procedure is to be followed to make this procedure effective: when it becomes known to any campus administrative officer that another campus of the University is also recruiting an individual for a tenure appointment, that officer is obliged to inform the Chancellor. (Appointments subject to the foregoing procedures are also subject to provisions of the Academic Personnel Manual such as APM - 500 and 530 concerning recruitment of academic personnel and APM - 220-85 concerning appointment of academic personnel at the tenure rank.)

RECRUITMENT
General

APM - 500
APPENDIX A

ASSOCIATION OF AMERICAN UNIVERSITIES
1200 New York Avenue, NW, Suite 550
Washington, D.C. 20005

Membership

Brandeis University
Waltham, Massachusetts 02454

Brown University
Providence, Rhode Island 02912

California Institute of Technology
Pasadena, California 91109

Carnegie-Mellon University
Pittsburgh, Pennsylvania 15213

Case Western Reserve University
Cleveland, Ohio 44106

Columbia University
New York, New York 10027

Cornell University
Ithaca, New York 14850

Duke University
Durham, North Carolina 27705

Emory University
Atlanta, Georgia 30322

Georgia Institute of Technology
Atlanta, Georgia 30332

Harvard University
Cambridge, Massachusetts 02138

Indiana University
Bloomington, Indiana 47405

ASSOCIATION OF AMERICAN UNIVERSITIES
1200 New York Avenue, NW, Suite 550
Washington, D.C. 20005

Membership

Iowa State University
Ames, Iowa 50010

Johns Hopkins University
Baltimore, Maryland 21218

Massachusetts Institute of Technology
Cambridge, Massachusetts 02139

McGill University
Montreal, Quebec, Canada H3A2T5

Michigan State University
East Lansing, Michigan 48824

New York University
New York, New York 10003

Northwestern University
Evanston, Illinois 60201

Ohio State University
Columbus, Ohio 43210

Pennsylvania State University
University Park, Pennsylvania 16802

Princeton University
Princeton, New Jersey 08540

Purdue University
Lafayette, Indiana 47907

Rice University
Houston, Texas 77251

ASSOCIATION OF AMERICAN UNIVERSITIES
1200 New York Avenue, NW, Suite 550
Washington, D.C. 20005

Membership

Rutgers University
New Brunswick, New Jersey 08903

Stanford University
Stanford, California 94305

Stony Brook University – State University of New York
Stony Brook, New York 11794

State University of New York, Buffalo
Buffalo, New York 14260

Syracuse University
Syracuse, New York 13210

Texas A&M University
College Station, TX 77843

Tulane University
New Orleans, Louisiana 70118

University of Arizona
Tucson, Arizona 85721

University of California, Berkeley
Berkeley, California 94720

University of California, Davis
Davis, California 95616

University of California, Irvine
Irvine, California 92697

University of California, Los Angeles
Los Angeles, California 90095

University of California, San Diego
La Jolla, California 92093

RECRUITMENT
General

APM - 500
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ASSOCIATION OF AMERICAN UNIVERSITIES
1200 New York Avenue, NW, Suite 550
Washington, D.C. 20005

Membership

University of California, Santa Barbara
Santa Barbara, California 93106

University of Chicago
Chicago, Illinois 60637

University of Colorado
Boulder, Colorado 80302

University of Florida
Gainesville, Florida 32611

University of Illinois
Urbana, Illinois 61801

University of Iowa
Iowa City, Iowa 52240

University of Kansas
Lawrence, Kansas 66044

University of Maryland
College Park, Maryland 20742

University of Michigan
Ann Arbor, Michigan 48104

University of Minnesota
Minneapolis, Minnesota 55455

University of Missouri
Columbia, Missouri 65202

University of Nebraska
Lincoln, Nebraska 68508

University of North Carolina
Chapel Hill, North Carolina 27514

RECRUITMENT
General

APM - 500
APPENDIX A

ASSOCIATION OF AMERICAN UNIVERSITIES
1200 New York Avenue, NW, Suite 550
Washington, D.C. 20005

Membership

University of Oregon
Eugene, Oregon 97403

University of Pennsylvania
Philadelphia, Pennsylvania 19104

University of Pittsburgh
Pittsburgh, Pennsylvania 15213

University of Rochester
Rochester, New York 14627

University of Southern California
Los Angeles, California 90007

University of Texas
Austin, Texas 78712

University of Toronto
Toronto, Ontario, Canada M5S3G3

University of Virginia
Charlottesville, Virginia 22903

University of Washington
Seattle, Washington 98105

University of Wisconsin
Madison, Wisconsin 53708

Vanderbilt University
Nashville, Tennessee 37203

Washington University
St. Louis, Missouri 63130

Yale University
New Haven, Connecticut 06520