

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

RECRUITMENT  
General

APM - 500  
APPENDIX A

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 7-0118

University of Arizona  
Tucson, Arizona 85721

University of California, Berkeley  
Berkeley, California 94720

University of California, Davis  
Davis, California 9 5616

University of California, Irvine  
Irvine, California 9 2697

University of California, Los Angeles  
Los Angeles, California 90095

University of California, San Diego  
La Jolla, California 92093

RECRUITMENT  
General

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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