

## **Recruitment: APM – 500 - General**

### **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.

## General

- b. Special conditions must be observed before initiating negotiations with the prospective employee who is employed on another University of California campus (see [APM - 510](#))
- c. Restrictions are placed upon the employment of near relatives of University employees (see [APM - 520](#)).
- d. 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.
- e. Formal negotiations for recruitment of a faculty member may be initiated only with the prior approval of the Chancellor.
- f. 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.)

**Revision History**

May 22, 2023:

- Technical revision to remove requirement to notice Association of American University (AAU) institutions and removal of list of AAU membership.

For details on prior revisions, please visit the [Academic Personnel and Programs website](#).