

**DIVISION OF SOCIAL SCIENCES
PROCESS TO BE FOLLOWED FOR CONSIDERING
UC PRESIDENT'S POSTDOCTORAL FELLOW HIRING PROPOSALS**

The following procedures have been developed in response to the recently issued CALL for proposals for the UC President's and Chancellor's Postdoctoral Fellows Hiring Incentive Program.

INFORMAL INVESTIGATION OF CANDIDATES

The CALL for proposals grants permission for departments to investigate potential candidates on the UCOP website.

Department processes must be managed and coordinated by the Department Chair, with all communications to potential candidates taking place through the chair.

It is expected that the investigation of Postdoctoral Fellows through this recruitment program will be handled sensitively, and that any interactions by the chair and/or faculty with the fellows will be in line with the Faculty Code of Conduct, and conducted with the highest professional standards.

Departments may establish their own internal process if more than one interesting candidate is identified.

A common process is for potential candidates to be invited to give a talk in a colloquium series or as a visitor to the campus. These are NOT job talks or interviews and must not be publicized or treated as such. This stage of the process is still considered exploratory.

DEPARTMENT'S CONSIDERATION OF CANDIDATES:

- 1) The department meets to discuss candidate(s) and to decide whether to request the FTE.
- 2) If the department agrees, the Chair submits a written request to the Dean for an FTE for a specific candidate. The request should include a faculty vote in favor of the proposed hire and should detail how the hire will be consistent with departmental plans—guidelines will be provided. The departmental request should include a copy of the candidate's c.v.

AUTHORIZATION FOR RECRUITMENT AND RECRUITMENT PROCESS

- 1) The Dean reviews proposal(s) that are submitted and notifies the department of his decision to support or not.
- 2) If the Dean supports the proposal, a letter is sent to the Campus Provost/EVC apprising him of the division's ability to fund upgrade and start-up costs associated with an actual appointment.
- 3) The Campus Provost/EVC reviews the proposal with CPB for budgetary approval and programmatic compliance.
- 4) If the Campus Provost/EVC approves the proposal, the division is notified (this is the authorization of recruitment).

- 5) If the proposal has the support of the Campus Provost/EVC and CPB, the Dean will notify the department and authorize the commencement of the appointment review process.

RECRUITMENT AND APPOINTMENT PROCESS

- 1) When the department is provided with the authorization to move forward with a formal recruitment, it is expected that normal recruitment procedures established by the campus and the department will be followed (i.e., campus visit is scheduled and includes job talk, as well as meetings with the appropriate faculty and students, as well as Dean Kamieniecki, etc.).
- 2) After the campus visit the department will meet to consider the appointment of the individual.
- 3) The department prepares and submits an appointment file.
- 4) Normal faculty appointment procedures take place and start-up negotiations begin.
- 5) Assuming a positive review, a formal offer of appointment will be transmitted once the start-up negotiations have been completed and accepted by the candidate.
- 6) Five years later, the division receives one fewer FTE in exchange for this forward-funded FTE.