POSITION # 15-__
Assistant Professor of ________________

1. Position Description (Describe teaching, research and outreach expectations here)

The Department of ___________ in the College of Agricultural and Environmental Sciences at the University of California, Davis is recruiting an Assistant Professor of ____________ with a preferred emphasis in ____________. This is an academic year (9-month), tenure track, Assistant Professor position that includes the expectation of mission-oriented research and outreach relevant to the California Agricultural Experiment Station.

The Department of ___________ is seeking applicants that focus on (describe disciplinary focus here). The successful candidate will coordinate with existing departmental colleagues who have expertise in (describe expertise here).

The appointee is expected to establish a competitively funded research program in _____ to address critical or emerging societal issues in __________. The appointee will be responsible for teaching (describe teaching expectations at both the undergraduate and graduate level, including student advising, curricular development, etc). Participation in and development of public outreach and/or community engagement programs, and performance of departmental and university service is expected. This position is expected to work with Cooperative Extension specialists and advisors, partners in allied industries or other appropriate public stakeholders.

This recruitment is conducted at the assistant rank. The resulting hire will be at the assistant rank, regardless of the proposed appointee's qualifications.

2. FTE

This position will be recruited at the Assistant Professor rank. This is a tenure-track academic year (9-month) position.

3. Availability of Space and Resources

Office and laboratory space will be provided by the Department of _______ in _________ on the UC Davis central campus. Faculty share administrative, accounting, and clerical staff. (Describe any other facilities and/or space that the faculty member may be assigned or have access to.)

Start-up funding will be provided based on the programmatic needs of the successful candidate.

4. Recruitment Advisory Committee (RAC)

• (Insert names, department. Should include at minimum one individual from another department. Please be cognizant of the important of gender and ethnicity when proposing the search committee.)

The chair of the RAC is responsible for ensuring that the applicant pool is as diverse as possible and for documenting the recruitment efforts made on behalf of the committee.
5. Affirmative Action Self-Analysis
One of the most important factors in achieving diversity in recruitment is the pool of available candidates. We will follow the recruitment and selection process in conformity with college and campus guidelines with respect to diversity. All members of the RAC share the commitment to achieve as diverse a candidate pool as possible. In addition, all members of the search committee will be required to attend Strength Through Equity and Diversity (STEAD) training on implicit bias if they have not already completed the training.

The RAC will employ strong efforts to reach under-represented groups using such strategies as: contacting women’s or ethnic minority caucuses of professional disciplinary associations to assist in identifying candidates; advertising in text-based and on-line journals and venues with a wide professional audience; and contacting persons associated with graduate programs in related fields on this campus and elsewhere. The committee will also circulate the job announcement on web-based listserves and bulletin boards that post employment opportunities. Additionally, requests will be made to academic departments and professional societies to circulate the job announcements on member listserves. Finally, the department chair has directed our entire faculty to exploit their personal contacts in the scientific community to bring the position to the attention of promising candidates.

Our current ladder rank professorial faculty consists of __ Academic Senate members with the following diversity distribution: describe departmental diversity. The insert date Academic Utilization Analysis - Workforce and Number Goals (available on the website: academicaffairs.ucdavis.edu) for the Department of _____ includes the following diversity goals for Ladder Rank Faculty and Equivalent Titles: insert goals. Additionally the department has __ cooperative extension faculty and __ academic federation faculty for a total of __ faculty.

6. Selection Criteria
Evidence for meeting these criteria includes but is not limited to: experience, candidate application and statements, letters of recommendation, and interview (if invited).

(Below are some common examples of selection criteria; add to and edit as appropriate)
- Basic Qualification: Ph.D. or equivalent in a field of ___________
- Post doctoral experience preferred
- Evidence of leadership and organizational skills relevant to the development of a successful research, teaching and outreach program in the discipline of _________
- Evidence of scholarship during graduate and post-graduate activities
- Demonstrated ability or potential to obtain extramural support for research activities
- Demonstrated ability or potential to develop and instruct undergraduate and graduate courses and to present information to scientific audiences
- Willingness and interest to advise undergraduates
- Demonstrated ability or potential and interest to mentor M.S. and Ph.D. students
- Evidence of communication skills and collegiality consistent with effective departmental, campus and professional citizenship
- Interest, understanding, and commitment to the land-grant mission.

7. Selection Process
Department of _________
Search Plan

a) The position will be advertised in the channels described below.
b) The position will remain open until filled. However, to ensure consideration applications should be received by _____________ (Initial Review Date). Applications will be submitted via https://recruit.ucdavis.edu
d) The RAC will screen all applicants according to the qualifications specified in the job announcements. The committee will identify and rank the candidates as “highly qualified,” “qualified,” and “unqualified,” according to the criteria above. All committee members will be consulted to ensure that the identification of unqualified candidates is consensual.
e) (Extramural letters will be solicited from applicants judged qualified or the department can request that the candidates supply the extramural letters. This must be set up in RECRUIT when the position is advertised.)
f) Throughout the search, departmental members will have access to all application materials for review. Departmental senate, specialists in cooperative extension, professional researchers, and adjunct professor faculty will be consulted and informed at monthly departmental meetings.
g) Following the Initial Review Date, the RAC will meet to determine the final slate of candidates recommended for interview and/or preliminary interview via Skype. If a preliminary interview is deemed appropriate, the RAC chair and/or the department chair will make certain that the candidates to be invited for a preliminary interview have the status of “Serious Consideration” in UC RECRUIT. A Short List Report (SLR) will be created and submitted for approval to the Dean’s Office by email attachment. For all candidates that are not on the Serious Consideration list, the department will use the disposition reasons provided by the UC RECRUIT system to the degree possible, and may provide additional comments if needed.

Serious Consideration candidates will be contacted for a preliminary interview via video conferencing (e.g. Skype). The same format will be applied to every pre-interview. If, however, the committee readily identifies a shortlist of candidates without need for remote interview, the remote interview step will be skipped.

A list of those recommended for an in person interview will be presented by the RAC Chair to all faculty for consideration, discussion and approval.

- Candidates to be invited to in-person interviews will have their status changed to “Invite for Interview” and a new SLR will be generate and submitted for approval via UC RECRUIT. If the department elects to have a two-tiered interview pool, the SLR should describe which candidates are in Tier 2 in the disposition reasons comments section within UC RECRUIT. Prior to inviting candidates from the second tier pool, the department must submit a second SLR for review and approval following the same steps as described above before inviting additional candidates for interview.

h) Following approval of the SLR, the RAC will invite the candidates to visit the Department of _____ for interviews including presentation of a seminar on a subject appropriate to the recruitment (optional: seminar will be video-taped and posted on a secure website for faculty and administrator review for those who could not attend the seminar; optional: candidate will provide a teaching ‘chalk talk’ second seminar).
i) The candidate research and/or teaching seminar will be advertised campus-wide and to external stakeholders. In advance of the interviews, the RAC Chair will notify department and recruitment committee members of the candidate’s itinerary. Opportunities will be provided for candidates to meet with the appropriate Associate Dean, members of the department (including graduate students), and other interested campus members, as well as colleagues or potential collaborators identified by the interviewee. The RAC will solicit feedback from those participating in the interviews.

j) The RAC will review and evaluate the interviewees immediately following the last interview. Following all interviews for the position, the RAC will make a final recommendation at a faculty meeting; voting will be according to approved procedures.

k) The Search Report (SR) will be prepared by the RAC chair and the department chair and forwarded to the office of the CA&ES Dean via RECRUIT. Following report approval, the top candidate will be informed of their selection by the department chair. If the person recommended accepts the position, the selection process will conclude. If the position is declined, the department will recommend the next candidate ranked as acceptable to the office of the CA&ES Dean via an updated SR, proceeding through the list of acceptable candidates. If none of the acceptable candidates accepts the offer, the department will have the option of requesting that the search be re-opened. Following conclusion of the selection process, the remaining applicants will be notified that the position has either been filled or closed.

8. Advertising

Copies of the full (Attachment A) and condensed (Attachment B) position announcements are enclosed. These will appear in the following nationally and internationally-distributed venues:

(Below is a sample list: please add to and edit as appropriate)
Science (Text and Online Classified Ads)
Science Classified Advertising
1200 New York Ave., NW
Room 911
Washington, DC 20005
science_displayads@aaas.org
science_classifieds@aaas.org
www.sciencecareers.org

Announcements will be posted to the following women’s and minority organizations:
Women in Natural Resources http://www.cnr.uidaho.edu/winr/
Association for Women in Science and Engineering (AWIS) http://www.awis.org/
Minorities in Agriculture, Natural Resources, and Related Sciences (MANRRS) http://manrrs.org/

Diverse Issues in Higher Education (formerly Black Issues in Higher Education) www.diverseeducation.com

Society for Advancement of Chicanos and Native Americans in Science (SACNAS)
University of California
1156 High Street
Santa Cruz, CA 95064
(408)459-4272,
http://www.sacnas.org/jobIndex.cfm

USDA Job Opportunities "National Job Bank"
http://jobs.joe.org/

A position description will be posted to listserves used by animal nutritionists

The position description will be available on the Department of ________ website (list website). The latter site provides links to departmental and campus organizations and units. The position will also be posted on the CA&ES website (http://www.aes.ucdavis.edu/FacStaff/ASP/openFacPos/Default.htm).

The search committee will solicit names of potential applicants from prominent researchers in the United States.
Attachment A.

POSITION ANNOUNCEMENT (long version)
Assistant Professor of __________
Department of ____________, University of California, Davis

Title: Assistant Professor of ______. The Department of __________ in the College of Agricultural and Environmental Sciences at the University of California, Davis is recruiting an Assistant Professor of __________ with a preferred emphasis in (list disciplines). This is an academic year (9-month), Assistant Professor tenure-track position with teaching, research, outreach/engagement and service responsibilities and includes the expectation that the appointee will conduct mission-oriented research and outreach/engagement of relevance to the California Agricultural Experiment Station (http://caes.ucdavis.edu/research/agexpstn).

Responsibilities:  
The Department of __________ is seeking applicants that focus on description disciplinary focus. The appointee is expected to establish a comparatively funded research program to address critical or emerging issues in __________. (Describe teaching expectations at both the undergraduate and graduate level, including student advising, curricular development, etc). Participation in and development of outreach/engagement programs, and performance of departmental and university service is expected. This position is expected to work with extension educators and partners in allied industries.

Qualifications:  
Ph.D. or equivalent degree in __________. Post-doctoral experience is preferred. Evidence of research excellence is expected. The candidate should have the ability to develop and instruct undergraduate and graduate courses and the ability to develop and conduct extramurally funded research in animal nutrition.

Salary:  
Commensurate with experience within the Assistant Professor rank at the University of California.

Applications:  
Application materials must be submitted via the following website: https://recruit.ucdavis.edu. The position will remain open until filled. To ensure consideration, applications should be received by _________.

Materials requested to include: 1) curriculum vitae including publication list, 2) up to three publications, 3) transcripts if the applicant is within five years of Ph.D. degree, 4) statement of research accomplishments, 5) statement of teaching accomplishments and philosophy, 6) statement of future research plans relevant to _____, and 7) the names, addresses, including e-mail, of four professional references. Optional material: Statement of Contributions of Diversity. Additional inquiries should be directed to (provide contact information for Recruitment Advisory Committee chair).

UC Davis is an affirmative action/equal employment opportunity employer and is dedicated to recruiting a diverse faculty community. We welcome all qualified applicants to apply, including women, minorities, veterans, and individuals with disabilities.
Attachment B.

FACULTY POSITION ANNOUNCEMENT (condensed form for advertisement)
Assistant Professor of Animal Nutrition

1. Position Description

The University of California at Davis is pleased to announce the recruitment for a tenure-track faculty position in describe research focus. The successful candidate will join the Department of ______ in the College of Agricultural and Environmental Sciences at the rank of Assistant Professor. Criteria for appointment include: a Ph.D. or equivalent in ________, a record of excellence in scholarly research, and demonstrable potential to establish a competitively-funded research program. The appointee will be responsible for teaching undergraduate courses in ______, be actively involved in undergraduate advising, curricular development and department and university service. The appointee is also expected to guide and mentor graduate students and participate in research and outreach/engagement programs consistent with the mission of the CA Agricultural Experiment Station.

Applicants should submit materials via the following website: https://recruit.ucdavis.edu. Additional inquiries can be directed to (provide contact information for Recruitment Advisory Committee chair).

The position will remain open until filled but to ensure consideration, applications should be received by ____________.

*UC Davis is an affirmative action/equal employment opportunity employer and is dedicated to recruiting a diverse faculty community. We welcome all qualified applicants to apply, including women, minorities, veterans, and individuals with disabilities.*
**Recommended language to include in all position descriptions in UC RECRUIT**

*UC Davis supports Family-friendly recruitments. UC Davis covers travel expenses for a second person to accompany an invited faculty recruitment candidate who is a mother (or single parent of either gender) of a breast or bottle-feeding child less than two years of age.*

*UC Davis recognizes the necessity of supporting faculty with efforts to integrate work, family and other work-life considerations. To recruit and retain the best faculty, the campus sponsors a Work Life Program that provides programs and services that support faculty as they strive to honor their commitments to work, home and community.*

*The UC Davis Partner Opportunities Program (POP) is a service designed to support departments and deans’ offices in the recruitment and retention of outstanding faculty. Eligibility for POP services is limited to full-time Academic Senate Ladder Rank faculty (including Lecturers with Security of Employment (LSOE), Lecturers with Potential Security of Employment (LPSOE) Senior Lecturer with Security of Employment (SLPSOE)), and Cooperative Extension Specialists.*

*UC Davis is a smoke- and tobacco-free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any property owned or leased by UC Davis—indoors and outdoors, including parking lots and residential space.*