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SANTA BARBARA • SANTA CRUZ

OFFICE OF THE EXECUTIVE VICE CHANCELLOR AND PROVOST

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November 9, 2005

Sheila O'Rourke  
Executive Director—Academic Compliance  
Academic Advancement  
University of California  
1111 Franklin Street, 11<sup>th</sup> Floor  
Oakland, CA 94607

Re: President's Task Force on Faculty Diversity—Campus Data Request

Dear Ms. O'Rourke:

As a newly-opened campus in its first semester of instruction, UC Merced's procedures for attracting and retaining faculty are naturally in their infancy. Diversity in faculty composition, however, as in student body makeup, has been at the forefront of campus planning concerns since UC Merced's earliest conceptualization. Assembling a faculty that is not only of the highest caliber in terms of teaching and research, but also sufficiently varied with regard to race and gender to echo the demographic composition of the region and state that it serves is a primary objective of UC Merced.

The Academic Personnel Office, which falls under the purview of the Executive Vice Chancellor & Provost, has primary responsibility for advertising faculty positions and for maintaining records of search efforts, as well as for compiling availability data on potential job candidates. Responsibility for initiating faculty searches as well as final decisions on hiring falls to the Deans of each of the three Schools (see Attachment 1: Org Charts).

The EVC/Provost has designated funds to be used for the advertisement of academic job openings in a variety of publications, websites, and databases targeted to qualified women and minorities (see Attachment 2: Resources for Recruitment) with the goal of broadening the reach of our recruitment efforts. These funds may also be used to augment start-up packages when necessary. Each search chair is provided with a list of Presidential Postdoctoral Scholars, and there has been an excellent response rate from this group. Additionally, search committee chairs are required to submit a Search Plan detailing the steps they plan to take to reach "as wide and diverse an audience [of potential applicants] as possible" (Attachment 3: Academic Search Plan). The Search Plan form directs users to the following systemwide documents: *UC Affirmative Action Guidelines for the Recruitment and Retention of Faculty*; *University of*

*California Academic Personnel Manual; and Faculty Diversity: Resources for Recruitment.* Throughout the review process, an “Affirmative Action Summary” for each search (Attachment 4) is published on UC Merced’s Personnel Application Web-based System (PAWS) so that the deans and search chairs may monitor each applicant pool. The Dean reviews the list to determine whether there is sufficient representation of women and other underrepresented groups; if not, the search chair is instructed to widen the search. If requested, the Academic Personnel Office will assist in canvassing potential candidates at other universities.

The Executive Vice Chancellor is in the process of forming a UC Merced Faculty Diversity Committee made up of faculty and senior staff to monitor progress and create goals in furtherance of diversity in our faculty makeup and activities. Furthermore, the EVC has designated funds to promote hiring and research in under-recognized fields.

Finally, the Academic Personnel website is scheduled to go live in a matter of days, which will allow public access to all policies and procedures related to academic personnel matters at UC Merced.

We welcome the visit of the Faculty Diversity Task Force to our campus next week, and look forward, as always, to all advice and suggestions from our sister campuses.

Sincerely,

Nancy Tanaka  
Assistant Vice Chancellor for Academic Affairs

Attachments