

April 12, 2010

Dr. Maria Scientist  
Chair of the Search Committee

**RE: Search #T10-XX – Assistant Project Scientist  
MCD Biology**

Dear Dr. Scientist:

In an effort to provide timely information concerning the availability of women and ethnic minority candidates in the field in which you are searching, I am forwarding a preliminary copy of the Academic Recruitment Approval Sheet. This sheet provides applicant availability data, based on numbers of degrees awarded in the closest fields.

Beginning in 2002, the Office of the President has provided campuses with standard availability data to use for academic recruitments. For untenured level and non-senate academic searches, we will use an average of the most recent 5 years of NORC data on PhDs awarded. For tenured level search, we will use an average of the most recent 15 years of NORC data on PhDs awarded. Searches at the Masters and Bachelors levels will use the most recent one-year data compiled by the Commission on Professionals in Science and Technology.

Although the field and time period since degree may not be a perfect fit, this is an effort to provide you with a general idea of the population your search may reach. Efforts should be made to publicize the search in venues that will best attract a diverse pool of applicants, including women and underrepresented minorities.

Your search plan is documented as Part A of the recruitment record. I have included some information about how to do your search plan. You can find more information in the recruitment procedures, which are on the APO web site at [http://apo.ucsc.edu/academic\\_policies\\_and\\_procedures/cappm/100500.htm](http://apo.ucsc.edu/academic_policies_and_procedures/cappm/100500.htm).

Please feel free to contact me at x3740 if you have any questions about the data or this process.

Sincerely,

Recruitment Analyst  
Academic Personnel Office

Attachments

# ACADEMIC RECRUITMENT AFFIRMATIVE ACTION APPROVAL SHEET

Unit Molecular, Cell, and

Search Committee Maria Scientist, Chair

Division Physical & Biological Sciences

Search Number T10-XX

Effective Date \_\_\_\_\_

Allocation Assistant Project Scientist

Closing Date 5/17/2010

**AVAILABILITY INFORMATION**

Female	Male	White	Black	Asian	Hispanic	Amer Inc	Other
50.57	49.43	73.75	2.87	16.28	4.53	0.13	2.43

Fields: 31142, 31136 Degree 2002-2006 PhDs Actual # degrees: 1566  
Developmental Biology, Cell Biology Source: NORC

SEARCH PLAN APPROVAL: \_\_\_\_\_ Date: \_\_\_\_\_

Recruiting Unit: Approval indicates that search plan is adequate, and that Unit may begin screening applications

**Number of applicants:**

**Number cards rec'd:**

**Pcent aa cards returned:**

**Applicants**

Female	Male	Sex Unknown	White	Black	Asian	Hispanic	Amer Ind	Eth Unknown
/	/	/	/	/	/	/	/	/

**Candidates**

Female	Male	Sex Unknown	White	Black	Asian	Hispanic	Amer Ind	Eth Unknown
/	/	/	/	/	/	/	/	/

**Interview / Alternate**

Female	Male	Sex Unknown	White	Black	Asian	Hispanic	Amer Ind	Eth Unknown
/	/	/	/	/	/	/	/	/

CANDIDATE DATA APPROVAL: \_\_\_\_\_ (Date)

Recruiting Unit: Candidate screening meets campus guidelines, may begin scheduling interviews

Final Candidate: \_\_\_\_\_

Proposed Level of Appt: \_\_\_\_\_ Proposed Salary: \_\_\_\_\_

**COMPLIANCE GUIDELINES MET:**

Dean/Director: \_\_\_\_\_ (Date)

Executive Vice Chancellor or Designee \_\_\_\_\_ (Date)  
 (Ladder Rank recruitments only)

**RECRUITING UNIT IS AUTHORIZED TO INITIATE REVIEW FOR APPOINTMENT**

TO: Professor Maria Scientist  
Chair of the Search Committee

DATE: April 12, 2010

CC: Department Manager  
History of Art & Visual Culture

FROM: Academic Personnel Office

TITLE: Assistant Project Scientist

POSITION: T10-XX

### INSTRUCTIONS FOR DOCUMENTING AN ACADEMIC RECRUITMENT

- The announcement for the above position has been sent electronically to the divisional academic personnel coordinator and to the department manager. A copy of your recruitment flyer is attached.
- Academic Personnel will post the announcement on the Academic Personnel Employment Opportunities web site until the close date or until the position is filled. The announcement will also be posted on HigherEdJobs.com, Caljobs.ca.gov, Monterey.Craigslist.org, and NorCal HERC web sites.
- Attached are the recruitment forms for recording this search. Please refer to the Santa Cruz campus academic recruitment procedures (CAPM 100 – CAPM 112) for a more complete explanation of the academic recruitment process. **Part A is available as an enterable form on the APO web site.** Parts B & C can be automatically generated using Div Data database.

*The following instructions are only applicable to this recruitment if marked with an .*

- Since this is not a ladder rank position and not an ongoing pool, the documentation for this search will be reviewed post hoc. **Recruitment documentation Parts A, B and C should be signed by the Chair of the Search Committee and submitted to Academic Personnel once the final candidate has been selected.** The entire record will then be sent to the Dean for review and approval.
- Since this is an ongoing pool recruitment, the next stage in the documentation process will be the filing of the Search Plan (Part A). The Search Plan should be submitted as soon as possible. Before appointments can be made from the pool, the recruitment documentation Parts B and C must be forwarded to APO for review for compliance to recruitment guidelines. By approving the documentation, the Dean is authorizing the names in the pool. (Offers cannot be made prior to the approval of the recruitment record.)
- Since this is a ladder-rank recruitment, the next stage in the documentation process is filing of the Search Plan (Part A). It is in your best interest to submit the Search Plan as soon as possible, certainly before the closing date listed for the position, in case additional advertising sources are needed.
- Below is a URL for the online Affirmative Action ID form coded with the position number for this recruitment. Every applicant for this position must be sent this form, either electronically, or in hard copy. It is important that the ID form be sent to each applicant as soon as possible.

\*The URL for the online Affirmative Action ID form is:

[http://www2.ucsc.edu/ahr/academic\\_employment/aa\\_cards/T10-XX.htm](http://www2.ucsc.edu/ahr/academic_employment/aa_cards/T10-XX.htm)

(PLEASE NOTE: This URL has been assigned for use with this recruitment ONLY.)

\*If applicants do not have email, please contact Linda Tursi in APO for hard copies of this ID form.

- Searches for part-time temporary positions or positions less than one year in duration do not require the collection of affirmative action data. (THIS IS A 9 MONTH POSITION)

Please contact the Academic Personnel Office at X9-4300 if you have any questions on the procedures or if there are any changes to this search.

**The Search Plan** is a list of all recruitment sources informed about the position vacancy. Any journals or publications in which advertisements will appear must also be listed.

**Recruitment sources** include any individual, institution, department or division, minority or women's group, and placement or referral agency that will receive notice of the vacancy.

The Academic Personnel Office publishes current academic recruitments to our web site. We also normally list positions with the Higher Education Recruitment Consortium (NorCalHERC.org), in Higheredjobs.com, Caljobs.ca.gov, and on Monterey.Craigslist.com.

### **Scope of the Search**

University policy specifies that ladder rank searches should be national in scope. Searches for full-time temporary positions may be limited to regional or statewide sources. Searches for part-time temporary positions may be limited to local or statewide sources.

### **Review of the Search Plan**

The Search Committee Chair should review and sign the completed Part A of the Recruitment Record. Sources may be added during the recruitment up until the final closing date, and should be reported as additions to the Search Plan.

### **Filing the Search Plan**

For ladder rank positions and ongoing lecturer pools, the Search Plan should be submitted to the Academic Personnel Office as early in the search as possible. When the Search Plan is filed later in the recruitment process, any revisions required by reviewing authorities may require an extension of the closing date and re-advertising. Screening of applicants cannot proceed until the Search Plan has been reviewed for compliance with Affirmative Action guidelines.

For full-time or part-time temporary positions, Part A should be submitted to the Academic Personnel Office with the rest of the recruitment record at the conclusion of the search.

The Campus Academic Personnel Manual (CAPM) Policy 100.500 contains general recruitment policy guidelines and information on the delegated review for each recruitment. Refer to these procedures or contact the Academic Personnel Office for additional information.



**UNIVERSITY OF CALIFORNIA, SANTA CRUZ**  
**MOLECULAR, CELL, AND DEVELOPMENTAL BIOLOGY**  
**ASSISTANT PROJECT SCIENTIST**

The laboratory of Professor Maria Scientist, in the [Department of Molecular, Cell & Developmental Biology](#) at the University of California, Santa Cruz seeks a motivated candidate who will aim to understand how retinal circuitry develops, concentrating on the role of Ephs/ephrins and other cell adhesion proteins. The candidate will use both molecular and histological techniques to assay retina structure and function.

**RANK:** Assistant Project Scientist, Step I – VI

**SALARY:** \$49,100 – \$63,600 annually, commensurate with qualifications and experience

**MINIMUM QUALIFICATIONS:** A Ph.D. with two years of post-doctoral experience in the field of mammalian neural development; familiarity with mouse genetic and histological techniques, including *in situ* RNA hybridization and immunolocalization; good organizational skills and the ability to mentor others.

**PREFERRED QUALIFICATIONS:** Experience in mammalian retinal development. Ability to be intellectually independent.

**POSITION AVAILABLE:** As soon as possible after closing date

**TO APPLY:** Applicants should send a Curriculum Vitae and the names of three references (with mailing and email addresses) to:

Department Manager  
Molecular, Cell and Developmental Biology  
Sinsheimer Laboratories  
University of California  
1156 High Street  
Santa Cruz, CA 95064

**Please refer to position #T10-XX in your reply**

Inquires can be sent to [mariascientist@biology.ucsc.edu](mailto:mariascientist@biology.ucsc.edu)

**CLOSING DATE:** Position is open until filled. Initial consideration of applications will begin on **May 17, 2010**. Full consideration will be given to applications received by that date.

*The University of California, Santa Cruz is an Affirmative Action/Equal Employment Opportunity Employer, committed to excellence through diversity. We strive to establish a climate that welcomes, celebrates, and promotes respect for the contributions of all students and employees.*

Inquiries regarding the University's equal employment opportunity policies may be directed to: Equal Employment Opportunity/Affirmative Action Office at the University of California, Santa Cruz, CA 95064; (831) 459-2686. Under Federal law, the University of California may employ only individuals who are legally able to work in the United States as established by providing documents as specified in the Immigration Reform and Control Act of 1986. Certain UCSC positions funded by federal contracts or sub-contracts require the selected candidate to pass an E-Verify check. More information is available [here](#) or from the Academic Personnel Office at (831) 459-4300.

If you need assistance due to a disability please contact the Academic Personnel Office at 499 Clark Kerr Hall (831) 459-4300. This position description is available in alternate formats, which may be requested from Academic Personnel at (831) 459-4300.

VISIT THE APO WEB SITE <http://apo.ucsc.edu>

4/12/10

UNIVERSITY OF CALIFORNIA, SANTA CRUZ  
**ACADEMIC RECRUITMENT RECORD**

PART A: SEARCH PLAN

Provision # \_\_\_\_\_

Search Committee: \_\_\_\_\_

Department: \_\_\_\_\_

Division: \_\_\_\_\_

Position Title: \_\_\_\_\_

Reviewed for Submission by: \_\_\_\_\_

Position Available: \_\_\_\_\_

Final Filing Date: \_\_\_\_\_

Search Committee Chair

Date

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**LIST EACH SOURCE OF APPLICANTS FOR THIS RECRUITMENT:**

journals or publications and date of announcement  
individuals, organizations or institutions and date contacted  
colleagues and/or professional networks and date contacted

**IDENTIFY AFFIRMATIVE ACTION SOURCES:**

Identify as **(AA)** any sources of primarily minority or women applicants

**ATTACH** mailing lists and copies of advertisements or online listings

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**Recruitment Source**

**Date**

UNIVERSITY OF CALIFORNIA, SANTA CRUZ  
**ACADEMIC RECRUITMENT RECORD**

PART B: APPLICANT SCREENING

Provision #: \_\_\_\_\_ Total Applicants: \_\_\_\_\_  
Department: \_\_\_\_\_ Total Candidates: \_\_\_\_\_  
Division: \_\_\_\_\_ Total Interviewees: \_\_\_\_\_  
Position Title: \_\_\_\_\_ Reviewed for Submission by: \_\_\_\_\_  
Effective Date: \_\_\_\_\_  
Final Filing Date: \_\_\_\_\_ Search Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

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**MARK AS APPLICANT EVERY INDIVIDUAL WHO APPLIED FOR THIS POSITION:**

Give reasons for eliminating any applicant. Only the advertised minimum qualifications or an incomplete file can be used to eliminate applicants from candidacy.

**MARK AS CANDIDATE THOSE WHO MEET THE MINIMUM REQUIREMENTS:**

Give reasons for eliminating any candidate from further consideration.  
[If senate faculty search, give date of Ph.D. or current rank.]

**MARK AS INTERVIEW THOSE WHO WILL BE INTERVIEWED:**

Those who will be interviewed should be indicated with the interview status. Departments may wish to identify several candidates as alternate interviewees, in case interviewees withdraw or decline an offer of an interview. Rank alternates in order of possible interview and comment briefly on why any alternates were not selected for interview at this time.

Attach the **curriculum vitae** for each interviewee and alternate interviewee (not required for Lecturer Pools).

**POOL RECRUITMENTS:**

Give reasons for eliminating any applicant. Only the advertised minimum qualifications or an incomplete file can be used to eliminate applicants from candidacy.

Those that meet the advertised minimum qualifications should be indicated as a candidate. Give reasons for eliminating any candidate from further consideration.

Those candidates that have satisfied the necessary criteria should be added to the on-going pool and indicated as pool qualified.

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**Name**

**Comments**

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UNIVERSITY OF CALIFORNIA, SANTA CRUZ  
**ACADEMIC RECRUITMENT RECORD**

PART C: FINAL RANKING

Provision #: \_\_\_\_\_

Level of Proposed Appointment: \_\_\_\_\_

Department: \_\_\_\_\_

Rank

Step Salary

Division: \_\_\_\_\_

Position Title: \_\_\_\_\_

Reviewed for Submission by: \_\_\_\_\_

Position Available: \_\_\_\_\_

Final Filing Date: \_\_\_\_\_

Search Committee Chair

Date

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**LIST ALL INTERVIEWEES AND ANY ALTERNATE INTERVIEWEES:**

Indicate ranking and who will be proposed for appointment.

**POOL RECRUITMENTS:**

Indicate who will be proposed for appointment.

**GIVE DETAILED AND CONCISE REASONS FOR THE RANKING.**

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Rank	Name	Comments
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