

October 15, 2008

Professor Mike Have
History of Art and Visual Culture

RE: Search #XXX-09 – History of Art and Visual Culture

Dear Professor Have:

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.

Please feel free to contact Academic Personnel at x4300 if you have any questions about the data or this process.

Sincerely,

Recruitment Analyst
Academic Personnel Office

cc: Dean (w/attachment)

TO: Mike Havn
Chair of the Search Committee

DATE: October 15, 2008

CC: Department Manager
History of Art & Visual Culture

FROM: Academic Personnel Office

TITLE: Assistant Professor

POSITION: XXX-09

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/XXX-09.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.

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

HISTORY OF ART AND VISUAL CULTURE – MODERN ARCHITECTURAL HISTORY

Assistant Professor

The [History of Art and Visual Culture Department \(http://havc.ucsc.edu/\)](http://havc.ucsc.edu/), UC Santa Cruz invites applications for a tenure-track position in Modern Architectural History (1700-present), specializing in any cultural tradition of the built environment at the Assistant Professor level. We seek a teacher and scholar whose strengths contribute to theoretical and historiographical perspectives on art, architecture, and visual culture.

Applicants must be capable of teaching a range of undergraduate courses, including a large introductory lecture course in architectural history. In addition, the successful candidate will be actively involved in the Ph.D. graduate program in Visual Studies, including advising, supervising, and teaching graduate students. We seek applicants with outstanding scholarly and teaching abilities, whose work intersects with the fields and/or approaches of others in the department. We are especially interested in candidates who can contribute to the diversity and excellence of the academic community through writing, research, teaching, and service.

The History of Art and Visual Culture Department is in the [Division of the Arts](#), which also includes Departments of Art, Film and Digital Media, Music, Theater Arts, and the M.F.A. Program in Digital Arts & New Media. There are opportunities for scholarly and teaching connections in these areas as well as with colleagues and programs in the [Humanities](#) and [Social Sciences](#) divisions and the [School of Engineering](#). The Arts Division supports faculty research through the [Arts Research Institute](#) and the Visual and Performance Studies faculty research group. The campus supports research and teaching with grants awarded by the Committee on Research and the Committee on Teaching.

The campus operates on a schedule of three 11-week quarters per academic year. Faculty members are normally required to teach five 5-unit courses per year, or their equivalent, in accordance with the department's workload policy, advise and mentor students, actively engage in creative research, and actively undertake administrative service for the department, affiliated college, and the University.

RANK: Assistant Professor I-III (tenure-track).

SALARY: Commensurate with qualifications, experience, and level of appointment.

POSITION AVAILABLE: July 1, 2009

MINIMUM QUALIFICATIONS: Ph.D. in Architectural History or related field (advanced Ph.D. candidates also will be considered, but Ph.D. must be conferred no later than June 30, 2009), promise of outstanding scholarly distinction as demonstrated in published or unpublished writing; teaching experience at the college level preferred.

TO APPLY: To be given full consideration, please send **1)** a letter of application outlining educational background, teaching experience, and current as well as future research projects; **2)** curriculum vitae; **3)** names of three referees who will send current letters of recommendation* (May 2008 or later) directly to the department; **4)** a course descriptions or syllabi for the following three courses: Introduction to Architecture, an undergraduate lecture course, and a graduate seminar; **5)** a current publication or writing sample (chapter of dissertation if no publications); **6)** a self-addressed stamped envelope, if you desire the return of your writing sample at the conclusion of our search. Applicants are invited to submit a statement addressing their contributions to diversity through their research, service and/or teaching.

**Note: Referees should be asked to send letters directly to the committee by the initial screening date. All letters will be treated as confidential documents. Please direct your references to the UCSC Confidentiality Statement at: http://apo.ucsc.edu/academic_policies_and_procedures/cappm/confstm.htm*

All application materials should be sent to:

Architectural Historian Search
Attn: Professor Mike Havc, Search Chair
History of Art & Visual Culture Department
Porter Faculty Services
University of California
1156 High Street
Santa Cruz, CA 95064

In your reply, please refer to Position #XXX-09

Questions regarding the department or position may be addressed to: mikehavc@ucsc.edu

CLOSING DATE: Screening will begin with applications received by December 15, 2008. To ensure full consideration, applications must arrive by that date. Position is open until filled, but no later than June 30, 2009.

UC Santa Cruz faculty make significant contributions to the body of research that has earned the University of California the ranking as the foremost public higher education institution in the world. In the process, our faculty demonstrate that cutting-edge research, excellent teaching and outstanding service are mutually supportive.

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 AT: <http://apo.ucsc.edu>

9/11/08

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

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

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 _____

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 tenure-track, annotate with terminal degree, or if applicable, provide future completion date of degree]

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.

<u>Name</u>	<u>Terminal Degree</u> (or if applicable, future completion date of degree)	<u>Status</u>	<u>Comments</u>
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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 _____

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.

<u>Name</u>	<u>Terminal Degree</u> (or if applicable, future completion date of degree)	<u>Status</u>	<u>Comments</u>
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