

## Guide for reviewing applicants who may be overqualified for lower rank faculty positions

A number of departments have sought guidance when there are apparent discrepancies between the rank of the recruitment versus the potential rank of the proposed appointee. **To be compliant with fair hiring practices, we emphasize that the resulting appointment may not be at a different rank than that advertised.** We offer the following recommendations for departments and search committees when setting up the recruitment, communicating with individuals invited for interviews, and proposing a candidate for appointment. **Please note that, as been our practice in the past, the dean must consult with the VP-AA before proceeding to step 3 below. In some cases, if it becomes apparent through the search process that recruiting at a more senior level is the best course for meeting the department's academic goals, the recruitment may need to be re-advertised at a higher or open rank following an upgrade request.**

(1) For searches approved only at the Assistant Professor rank, we recommend including a statement in the long advertisement and in the description field of Recruit that says: "This recruitment is conducted at the assistant rank. The resulting hire will be at the assistant rank, regardless of the proposed appointee's qualifications." Similar language should be used for searches conducted at the Assistant/Associate level.

(2) After the Shortlist Report is approved, the department should remind the applicants being invited for an interview that they have applied for a position at the assistant rank. If hired, the proposed appointment will be at the assistant rank and the appointee must be on the UC Davis faculty for approximately one year before s/he can be considered for promotion to the higher rank.

(3) If the proposed appointee's qualifications are commensurate with a higher rank than that recruited, we recommend that the department include a statement in their department appointment letter that says: "We recognize that the appointee's qualifications may be commensurate with a higher rank than proposed. However, because the recruitment was conducted at the <assistant> rank, the appointee has been fully informed of this constraint and is proposed for that rank."