FACULTY UPGRADE REQUEST

Department/Recruiting Field: ________________________________

School/College: ________________________________

Recruit Number: ______

Upgrade Level:  __ high Asst/Assoc  __ Assoc/Full  __ Full  __ Open (all levels)

Reason (mark the reason and explain below):

__ Endowed Chair (Associate or Full Professor)

__ Endowed Chair (Full Professor only)

__ Department Chair (Associate or Full Professor)

__ Replacement of a disciplinary/department leader

__ Need for researcher with a well-established record of successfully attracting extramural funding

__ Need for senior faculty to mentor and guide Assistant and/or Associate Professors in the department

__ Difficulty in attracting applicants

__ Historic recruitment experience suggests that difficulty attracting applicants from the search is expected

__ Significant competition from other universities is expected in the discipline

__ Other reason

Explanation:
Workforce self-analysis

Use data from the Academic Affairs Hiring Goals website or the previous October 31st Utilization Analysis goals.

Mitigation of factors negatively impacting achievement of diversity

This section should be used to explain what mitigating actions the Search Committee will undertake to enhance the diversity of the applicant pool. The need for such actions can arise from the rank of the search where difficulty in hiring diversity is indicated (senior hires), or where the self-analysis indicates that the University is currently not competitive in appealing to traditionally underrepresented groups. If mitigation is relevant then the following items can be discussed:

• Contacting colleagues to identify candidates of diversity and to follow-up on any leads (direct contact, attending a talk by a person at a national meeting, etc.)
• Advertising venues
• Search Committee diversity
Planned outreach to traditionally underrepresented groups

Building diversity in our faculty is a high priority for UC Davis, and national data consistently indicate that recruitment pools are more diverse at early-career ranks than more senior ranks. Accordingly, extra effort is needed to build diversity of the applicant pool when recruiting faculty above the Assistant Professor rank. To support an upgrade request, departments must include a list of at least eight women and/or members of under-represented groups who would be attractive recruitment targets for their faculty position. Moreover, each person on that list must be contacted personally, and strongly encouraged to apply, by the department chair, search committee chair, or another search committee member. Moreover, the inclusion of names of women and people of color already contacted by the department, and who have expressed strong interest in applying, will considerably strengthen the upgrade request. This requirement applies to all upgrade requests except those involving a narrow clinical recruitment where only a few applicants are anticipated. Even in these latter cases, upgrade requests will be viewed more favorably if the search plan identifies at least some women and other under-represented groups as targets for direct recruitment.

__________________________
Chair
Signature

The request must include the Dean’s support of the request and confirmation of the findings of the workforce self-analysis. A letter or email may be used in lieu of this form.