



## PPSM-20: Recruitment and Promotion

<b>Responsible Officer:</b>	VP – Systemwide Human Resources
<b>Responsible Office:</b>	SHR – Systemwide Human Resources
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<b>Scope:</b>	Positions in the Professional & Support Staff, Managers & Senior Professionals, and Senior Management Group personnel programs.

<b>Campus Policy Contact:</b>	Campus HR Policy Coordinator
<b>Campus Contact Information:</b>	<a href="#">Campus HR Policy Contact Website</a>
<b>Systemwide Policy Owner:</b>	Systemwide HR Policy
<b>Systemwide Contact Information:</b>	<a href="#">Systemwide HR Policy Website</a>

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### I. POLICY SUMMARY

This policy describes recruitment [and promotion](#) requirements for staff appointments in the Professional & Support Staff, Managers & Senior Professionals, and Senior Management Group personnel programs.

### II. DEFINITIONS

Detailed information about common terms used within Personnel Policies for Staff Members (PPSM) can be found in [PPSM-2 \(Definition of Terms\)](#) and [PPSM-3 \(Types of Appointment\)](#).

**Applicant:** An individual who expresses interest for a specific open position by submitting an employment application or similar documentation via the established application process.

**Broad Pool:** [A group of applicants who represent a variety of backgrounds, perspectives, and experiences. The pool is developed and evaluated in accordance with established](#)

[nondiscrimination and equal employment opportunity practices and procedures consistent with University policies, and applicable Federal and State laws \(refer to UC Anti-Discrimination Policy\).](#)

**Candidate/Qualified Candidate:** An individual who meets [all](#) the minimum [required](#) qualifications [stated in the position description](#) for the position for which they applied.

**Career Tracks:** A classification structure that groups jobs into broad categories (defined as Operational and Technical, Professional, and Supervisory and Management) based on primary functions, scope, and level of responsibilities.

**Competitive Recruitment:** The activities related to seeking a broad ~~and diverse~~ pool of ~~qualified candidates applicants who will be objectively assessed for minimum required qualifications~~ to fill vacant positions. These activities may include advertising a position, communicating with applicants, conducting interviews and assessments, performing reference checks, and extending [an offer](#) of employment [to the top qualified candidates](#). [All actions are conducted in accordance with established nondiscrimination and equal employment opportunity practices and procedures consistent with University policies and applicable Federal and State laws \(refer to UC Anti-Discrimination Policy\).](#)

**Internal Applicant or Candidate:** An applicant or candidate who is currently employed at the University of California in any appointment type except student appointment titles.

**Internal Recruitment:** A type of competitive recruitment for career positions where only internal applicants are eligible to apply for the vacant position. Internal recruitment can be limited to the UC system as a whole, to a particular UC location, or to a particular organizational unit in accordance with local procedures.

**Job:** A broad-based collection of key responsibilities, knowledge and skills used to identify work that is of the same nature and performed at the same level by one or more employees throughout the University.

**Job Title:** A short descriptor used to link a job and a position. A position's job title may differ from the working title used by the employee. May also be referred to as "class."

**Pay Scale:** The salary or hourly wage range that the University reasonably expects to pay for the position in accordance with local procedures.

**Position:** A specific set of duties, responsibilities, knowledge, skills, level of supervision, and other requirements which are based on a job and that comprise the work assignment of an individual employee at a particular location.

**Salary Range:** The range of pay from minimum to maximum established for a salary grade or job.

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### III. POLICY TEXT

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#### A. General

##### 1. Recruitment Principles

The University of California is committed to hiring a talented workforce through recruitment practices that are fair and consistent and that comply with all applicable laws and regulations. We recognize that a diverse workforce is essential to serving the needs of our communities and to ensuring that our

institution continues to demonstrate excellence.

## 2. Equal Employment Opportunity ~~and Affirmative Action~~ in Competitive Recruitments

Consistent with our status and obligations as a federal ~~and state~~ contractor, the University of California is an equal employment opportunity/~~affirmative action~~ employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the UC Anti-Discrimination policy, or federal or state law.

~~It is the policy of the University to undertake affirmative action for minorities, women, persons with disabilities, and protected veterans. The University commits to apply every good faith effort to achieve prompt and full utilization of these groups in all segments of its workforce where deficiencies exist. These efforts conform to all current legal and regulatory requirements and are consistent with University standards of quality and excellence.~~

Hiring authorities are accountable for complying with federal and state laws and regulations and University policies, and they are responsible for contributing to ~~the University's~~ equal employment opportunity. Upon initiating recruitment, hiring authorities should review their location's approved affirmative action plan and nondiscrimination program to ~~develop~~confirm advertising and outreach strategies~~goals~~ for the position.

Conducting competitive recruitments for staff positions is the normal and expected method for identifying and hiring staff personnel at the University. Competitive recruitment is required unless otherwise stated in this policy.

As an ~~e~~Equal ~~E~~mployment ~~O~~ppportunity ~~and Affirmative Action~~ employer, the ~~goals of a~~ competitive recruitment process ensures are to:

- ~~Allow a~~ applicants can ~~to~~ fairly compete for position openings;
- Development of advertising and outreach strategies for ~~each a~~ position to attract a broad diverse and qualified pool of ~~qualified~~ applicants;
- Identification ~~of~~ a broad and diverse pool of qualified candidates that meet minimum position qualifications; and
- Utilization ~~of~~ an anti-discrimination recruitment process that ensures a fair and unbiased impartial recruitment selection process.

## 3. Reasonable Accommodation

The University of California also provides reasonable accommodation to qualified individuals with disabilities in all phases of the employment process. A reasonable accommodation may be a modification to a job application process, interview process, hiring procedure, or other employment practice that will allow a qualified individual with a disability to have an equal opportunity to obtain employment. To request a reasonable accommodation, job applicants may contact the local designated office or notify any University official involved in the hiring process.

Locations will make information about reasonable accommodation, including information about how to request an accommodation, available on their websites. For more information, [refer to please see PPSM-81 \(Reasonable Accommodation\)](#).

#### 4. Salary History and Pay Transparency

The University will not request or rely on an applicant or candidate's salary history, including compensation and benefits, in determining salary or whether to offer employment. The University also will provide the pay scale for a position in all job postings. UC locations that engage a third party to announce, post, publish, or otherwise make known a job posting must provide the pay scale to the third party and the third party must include it within the job posting. For more information, [refer to please see PPSM-30 \(Compensation\)](#).

The University of California will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay. Applicants who are former or current UC employees who had or have access to compensation information of other employees or applicants as a part of their job functions must not disclose the pay of other employees or applicants to individuals in the recruitment process. Employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the University, or (c) consistent with the University's legal duty to furnish information.

### B. Scope

This policy applies to all aspects of competitive recruitment, as well as internal promotions, exemptions from recruitment, and waivers of recruitment. Competitive recruitments must be conducted in accordance with this policy and local procedures.

Locations may choose to be more restrictive in their local procedures than the provisions of this policy, as long as such restrictions are in accordance with University non-discrimination policies.

### C. Competitive Recruitment Process

Competitive recruitments must be conducted in accordance with [established nondiscrimination and equal employment opportunity practices and procedures consistent with University policies and applicable Federal and State laws; \(refer to Anti-Discrimination Policy\)](#) ~~The location's recruitment procedures must ensure equal employment opportunity and affirmative action objectives.~~

At a minimum, the steps described below are to be taken when conducting a competitive recruitment. Local procedures may include additional steps.

#### 1. Preparation

Formal authorization to recruit must be obtained in accordance with local procedures before any competitive recruitment starts. If a hiring manager believes

there may be difficulties in recruiting for a particular position, the local Human Resources office can provide assistance.

## **2. Position Description**

Position descriptions are created and updated in accordance with local procedures. A current position description must be used when recruiting to fill a vacant or newly created position. The description must state the minimum [required](#) qualifications for the position, as well as any preferred skills, knowledge, abilities, and/or experience. Both the minimum [required](#) and preferred qualifications must directly relate to the duties of the position.

## **3. Advertising [and Outreach](#)**

The mechanisms that are likely to attract a broad and ~~diverse~~[qualified](#) pool of ~~qualified~~ applicants should be used to advertise a position opening. This could include advertising the position internally on University of California websites, as well as advertising externally using various national, local, and social media, job search websites, recruitment agencies, etc. Advertisements must include the pay scale for the position. The full salary range must be provided upon applicant request.

## **4. Assessment of Applications [to Determine Qualified Candidates](#)**

Applications must be assessed objectively and consistently against the minimum [required](#) and preferred qualifications set out in the position description. All individuals who advance to the next stage of the recruitment process must meet the minimum [required](#) qualifications for the position.

## **5. Selection**

For requirements and criteria regarding the selection and appointment of a candidate, refer to [PPSM-21 \(Selection and Appointment\)](#).

## **D. [Recruitment of Career Appointments](#)**

### **[Recruitment](#)**

Competitive recruitment is required for all career appointments unless an internal promotion is approved per [Section III.E.2.b below](#), an exemption applies ~~per (refer to~~ [Section III.JG](#)), a waiver is approved per [Section III.KH](#), or a contract or limited appointment converts or is designated as a career appointment in accordance with this policy and [PPSM-3 \(Types of Appointment\)](#). For additional recruitment requirements related to UC retired employees, refer to the policy on [Reemployment of UC Rehired Retirees Into Senior Management Group and Staff Positions](#) and that policy's associated [Procedures](#).

### **1. Career Recruitment: Single Job Title**

A competitive recruitment to fill a vacant career position is usually conducted for a single job title.

### **2. Career Recruitment: Classification Series**

A vacant career position classified in the Career Tracks Professional category or the Professional & Support Staff (PSS) personnel program may be listed with multiple job titles at different levels within a single class series. This provides

flexibility for the location to determine the initial job title based on the qualifications of the selected candidate.

## E. Career Progress of Current UC Employees

To support the career progress of current staff employees, the University may offer promotional opportunities to qualified candidates through the following:

### 1. Internal Recruitment

A location may limit competitive recruitment for a career appointment to internal applicants, so long as this internal recruitment is conducted in accordance with established nondiscrimination and consistent with equal employment opportunity and affirmative action objectives, practices and procedures consistent with University policies and applicable Federal and State laws (refer to Anti-Discrimination Policy). The Chief Human Resources Officer (CHRO) has the authority to approve limiting competitive recruitment to internal applicants after consultation with the Equal Employment Opportunity Affirmative Action Officer.

### 2. Internal Promotion

Internal promotions are intended to recognize growth and development in the professional skills, knowledge, and responsibilities of current career staff employees. Internal promotion opportunities must: 1) be conducted in accordance with established nondiscrimination and consistent with the University's equal employment and affirmative action opportunity practices and procedures consistent with University policies and applicable Federal and State laws (refer to Anti-Discrimination Policy); and 2) consider objectives, as well as the employee's qualifications and job performance. The requirements to either competitively recruit for a career position or to obtain a waiver of competitive recruitment do not apply when an internal promotion request has been approved in accordance with this policy and local procedures.

Internal promotions may be appropriate when there is (1) a University business need, e.g., a vacant position or need for higher level work to be performed; and (2) a career employee who demonstrates readiness for upward advancement. Local procedures will define the authorities and process, including required documentation, for recommending and approving an internal promotion. At a minimum, the CHRO, in consultation with the Equal Employment Opportunity Affirmative Action Officer, must approve the request in order for the promotion to move forward. All career employees in an organizational unit who are qualified for an internal promotion must be considered for the opportunity; local procedures will determine the process for making a fair and unbiased selection.

Per Section III.B, locations may choose to be more restrictive in their local procedures than the provisions of this policy, as long as such restrictions are in accordance with University non-discrimination policies.

## F. Recruitment of Limited, Floater, and Per Diem Appointments

### Recruitment

To fill limited, floater, and per diem appointments, competitive recruitment is normally expected but not required. If competitive recruitment is not feasible due to special

circumstances, refer to your local procedures for requirements on filling these types of appointments without competitive recruitment. In cases where there is a possibility that a limited appointment may continue beyond 1,000 hours in any 12 consecutive months, a competitive recruitment must be conducted to fill that appointment.

## **G. Conversion to Career**

Floater and per diem appointments do not convert to career appointments.

Limited appointments may be converted to career appointments if the incumbent employee was selected through a competitive recruitment process.

Note also that limited appointments are designated as career appointments when the incumbent employee reaches 1,000 hours of qualifying service in any 12 consecutive months (refer to [PPSM-3: \(Types of Appointment\)](#) for the full set of conditions); however, departments are expected to manage limited appointments so this situation rarely occurs.

## **H. Recruitment of Contract Appointments**

### **H.1. Recruitment**

Competitive recruitment is required for contract appointments unless a waiver of competitive recruitment is approved per Section H below. If the work will exceed the contract appointment duration limit as defined in [PPSM-3: \(Types of Appointment\)](#), contact your local Human Resources office or other office designated in Local Procedures to discuss options.

### **H.2. Conversion to Career**

A contract appointment may be converted to a career appointment if the incumbent employee was selected through a competitive recruitment process. Local procedures will define the process and approvals necessary to convert a contract appointment to a career appointment.

### **H.3. Exemptions**

The following circumstances are exempt from the requirement to competitively recruit:

1. Demotion or lateral transfer of an employee within the same organizational unit, as defined in local procedures;
2. Lateral transfer of an employee along with the budgetary provision for that employee's position;
3. Transfer, reinstatement or reemployment of an employee in accordance with:
  - [Sections III.D.1 and III.D.5-7 \(Family and Medical Leaves\) of PPSM--2.210 \(Absence from Work\);-](#)
  - [Section III.D.1 and 5-7 \(Absence from Work – Family and Medical Leaves\),- PPSM 2.210-III.D.3 \(Absence from Work – Leave due to Pregnancy, Childbirth, or Related Medical Condition \(PDL\)\) of PPSM-2.210 \(Absence from Work\);-](#)
  - [Section PPSM 2.210-III.E.1 \(Absence from Work – Military Leave and Other Service-related Leaves\), of PPSM-2.210 \(Absence from Work\);-](#)
  - [Section PPSM 66-III.F \(Medical Separation-Special Reemployment\) of PPSM-](#)

[66 \(Medical Separation\)](#); and

- [Section PPSM-81.III.D \(Reasonable Accommodation—Reassignment\) of PPSM-81 \(Reasonable Accommodation\)](#);
4. Recall of a laid-off employee or placement of an employee with preference for reemployment or transfer;
  5. An employee's job title or responsibilities have changed as a result of a reorganization or reassignment of functions among positions within the same organizational unit;
  6. An employee who is competitively selected for a University of California-sponsored paid internship program, and upon completion of the internship, as authorized in local guidelines and with the approval of the department head, is appointed to a vacant position for which the employee meets the minimum [required](#) qualifications;
  7. An employee receives an internal promotion per Section [III.E.2-b](#) above;
  8. The department conducted a competitive recruitment within the past six months that yielded a [qualified diverse applicant candidate](#) pool and the department wants to select a candidate from the original pool for another opening in the same job title and with the same minimum [required](#) qualifications;
  9. To fill a casual/restricted appointment; or
  10. In-sourcing or conversion to University employment of a worker who has been providing covered services to the University pursuant to Section A of [Regents Policy 5402 \(Policy Generally Prohibiting Contracting for Services\)](#).

#### **L.K. Waiver of Recruitment for Career and Contract Appointments**

Competitive recruitment is normally expected for all career and contract open positions. Under special circumstances and in accordance with local procedures, the CHRO may approve a waiver of competitive recruitment for career and contract appointments after consultation with the [Equal Employment Opportunity Affirmative Action](#) Officer. The primary concern in considering approval of a waiver is whether the University's operational needs outweigh our commitment to competitive recruitment. Special circumstances that might justify a waiver include, but are not limited to, when:

- Previous recruitment attempts did not result in identifying a qualified candidate pool, and/or recruitment difficulties in attracting candidates with the required skills, knowledge and abilities unique to the position have been documented.
- Unanticipated business requirements warrant filling the position on an immediate basis and the time needed to conduct a search would have a negative impact on meeting critical operational needs of the department or would violate a formal contractual obligation of the University.
- There are special appointment conditions, such as an organizational entity or program moving to the location along with specified current employees.
- The delay resulting from conducting a competitive recruitment would endanger health and safety.



#### **M-L. Documentation**

Recruitment and selection records must be maintained in accordance with University policy and applicable laws. Refer to the [University of California Records Retention Schedule](#) and/or contact your local Human Resources office for additional information.

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## **IV. COMPLIANCE/RESPONSIBILITIES**

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### **A. Implementation of the Policy**

The Vice President–Systemwide Human Resources is the Responsible Officer for this policy and has the authority to implement the policy. The Responsible Officer may develop other supplementary information to support the implementation of this policy. Such supporting documentation does not require the approval of the President. The Responsible Officer may apply appropriate interpretations to clarify the policy provided that the interpretations do not result in substantive changes to the underlying policy. The Chancellor is authorized to establish and is responsible for local procedures necessary to implement the policy.

In accordance with [PPSM-1 \(General Provisions\)](#), the authorities and responsibilities delegated to the Chancellor in this policy are also delegated to the Executive Vice President–Chief Operating Officer, Vice President–Agriculture and Natural Resources, Principal Officers of the Regents, and the Lawrence Berkeley National Laboratory Director. Also, in accordance with [PPSM-1 \(General Provisions\)](#), the authorities granted in this policy may be redelegated except as otherwise indicated.

### **B. Revisions to the Policy**

The President is the Policy Approver and has the authority to approve policy revisions upon recommendation by the Vice President–Systemwide Human Resources.

The Vice President–Systemwide Human Resources has the authority to initiate revisions to the policy, consistent with approval authorities and applicable Bylaws and Policies of the Regents.

The Executive Vice President–Chief Operating Officer has the authority to ensure that policies are regularly reviewed, updated, and consistent with other governance policies.

### **C. Approval of Actions**

Actions within this policy must be approved in accordance with local procedures. Chancellors and the Vice President–Systemwide Human Resources are authorized to determine responsibilities and authorities at secondary administrative levels in order to establish local procedures necessary to implement this policy.

All actions applicable to PPSM-covered staff employees who are not Senior Management Group members that exceed this policy, or that are not expressly provided for under any policy, must be approved by the Vice President–Systemwide Human Resources.

### **D. Compliance with the Policy**

The following roles are designated at each location to implement compliance

monitoring responsibility for this policy:

The Top Business Officer and/or the Executive Officer at each location will designate the local management office to be responsible for the ongoing reporting of policy compliance.

The Executive Officer is accountable for monitoring and enforcing compliance mechanisms and ensuring that monitoring procedures and reporting capabilities are established.

The Vice President–Systemwide Human Resources is accountable for reviewing the administration of this policy.

#### E. Noncompliance with the Policy

Noncompliance with the policy is handled in accordance with the Regents' [Guidelines for Corrective Actions Related to Compensation Practices](#) and [Guidelines for Resolution of Compensation and Personnel Issues Resulting from the Findings of Audits and Management Reviews](#), and PPSM [62](#), [63](#), and [64](#) pertaining to disciplinary and separation matters.

## V. PROCEDURES

Not applicable

## VI. RELATED INFORMATION

- [PPSM-2 \(Definition of Terms\)](#) (referenced in Section II of this policy)
- [PPSM-3 \(Types of Appointment\)](#) (referenced in Sections II, III.~~DE-2~~, III.~~G~~, and III.~~HF-4~~ of this policy)
- [Anti-Discrimination Policy](#) (referenced in Section III.A.2 of this policy)
- [PPSM-81 \(Reasonable Accommodation\)](#) (referenced in Section III.~~AG~~.3 and III.J of this policy)
- [PPSM-30 \(Compensation\)](#) (referenced in Section III.A.4 of this policy)
- [PPSM-21 \(Selection and Appointment\)](#) (referenced in Section III.C.5 of this policy)
- [Reemployment of UC Rehired Retirees into Senior Management Group and Staff Positions](#) (referenced in Section III.D.~~4~~ of this policy)
- [PPSM-2.210 \(Absence from Work\)](#) (referenced in Section III.~~JG-3~~ of this policy)
- [PPSM-66 \(Medical Separation\)](#) (referenced in Section III.~~JG-3~~ of this policy)
- [Regents Policy 5402 \(Policy Generally Prohibiting Contracting for Services\)](#) (referenced in Section III.J of this policy)
- [Implementation Guidelines for Regents Policy 5402](#)
- [Implementation Guidelines for Regents Policy 5402](#)
- [University of California Records Retention Schedule](#) (referenced in Section III.L of this

Field Code Changed

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[policy\)](#)

- [PPSM-1 \(General Provisions\)](#) (referenced in Section IV.A of this policy)
- [Guidelines for Corrective Actions Related to Compensation Practices](#) (referenced in Section IV.E of this policy)
- [Guidelines for Resolution of Compensation and Personnel Issues Resulting from the Findings of Audits and Management Reviews](#) (referenced in Section IV.E. of this policy)
- PPSM [62](#), [63](#), and [64](#) (referenced in Section IV.E of this policy)
- [Salary Inquiry Restrictions: Assembly Bill 168 and Senate Bill 1162](#)
- ~~[Regents Policy 5402 \(Policy Generally Prohibiting Contracting for Services\)](#)~~

Field Code Changed

## VII. FREQUENTLY ASKED QUESTIONS

Not applicable.

## VIII. REVISION HISTORY

[April 21, 2025](#): Edited due to the revocation of Executive Order 11246 and to make typographical amendments

**August 30, 2024**: Made typographical amendments and fixed broken links.

~~[Policy changes effective](#)~~ **February 20, 2024**:

- To further support the University's commitment to Anti-Discrimination in Employment, added additional language in support of the University's commitment to equal employment and affirmative action in competitive recruitments to Section III.A.2 (Equal Employment and [Affirmative Action](#) in Competitive Recruitments)
- To further support the University's commitment to pay transparency and in support of California Senate Bill 1162 and Assembly Bill 168, and as required by the Office of Federal Contract Compliance Programs (41 CFR 60-1.35(c)), added additional language regarding pay transparency to Section III.A.4 (Salary History and Pay Transparency)

~~[Policy changes effective](#)~~ **January 1, 2023**:

- To further support the University's commitment to pay equity and to align with California Senate Bill 1162:
  - Section II (Definitions): Added definition of Pay Scale
  - Section III.A.4 (Salary History): Edited pay scale requirement
  - Section III.C.2 (Position Description): Added pay scale requirement
- Added subsections to Section III.A for increased clarity and made technical edits for appropriate usage of the terms "applicant" and "candidate"

~~[Policy changes effective](#)~~ **April 21, 2020**:

- Section III.G (Exemptions) updated to include in-sourcing or conversion to University

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employment pursuant to Section A of Regents Policy 5402 (Policy Generally Prohibiting Contracting for Services).

- Section VI (Related Information) updated to include references to Regents Policy 5402 and its Implementation Guidelines.

~~Policy change effective~~ **November 20, 2018**: In support of the University's commitment to pay equity and in light of Assembly Bill 168 (AB 168), language was added to state that the University will not request or rely on an applicant's or candidate's salary history in determining salary or whether to offer employment. The University also will provide the pay scale for a position upon reasonable request by the applicant or candidate.

~~Policy changes effective~~ **October 23, 2017**: Added the following sections: General; Scope; Competitive Recruitment Process; Career Appointments; Limited, Floater, and Per Diem Appointments; Contract Appointments; Documentation

- Added Internal Promotion
- Removed Career Ladder Recruitment and Required Procedures language
- This Policy was remediated to meet Web Content Accessibility Guidelines (WCAG) 2.0.

**July 1, 2012**: Reformatted into the standard University of California policy template