

# **Academic Recruitment Process: UCSF Search and Search Waiver Policy Changes 2015**

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# OFCCP Compliance Evaluation

- The Office of Federal Contract Compliance Programs (OFCCP) is charged with enforcing affirmative action and equal employment opportunity practices required of those who do business with the Federal government.
- OFCCP conducted a compliance evaluation of UCSF's academic and staff hiring practices from November 2010 - October 2011.
- OFCCP found no evidence of discrimination in hiring practices at UCSF.

# OFCCP Compliance Evaluation

- UCSF was found to be non-compliant in some technical requirements related to:
  1. Applicant tracking
  2. Collection and maintenance of personnel files and employment records
  3. Analysis to determine whether/where impediments to equal employment opportunity exists
- UCSF has entered into a Conciliation Agreement with OFCCP to address these issues.
- Failure to meet OFCCP requirements could lead to penalties by the OFCCP, including the delay or withholding of federal funds to UCSF.

# Search Policy – What is changing?

## Current Policy – Searches Required for the Following:

- Academic senate positions, including change in series from a non-Senate faculty position
- Academic appointments paid by UCSF- affiliates (e.g., VAMC, Gladstone) for which a step will be assigned
- Academic appointments that are 50% time or more for one year or longer (excluding clinical instructors)

## New Policy – Searches Required for the Following:

- Academic senate positions, including changes in series from a non-Senate faculty position
- Academic appointments paid by UCSF- affiliates (e.g., VAMC, Gladstone) for which a step will be assigned
- ***All paid academic appointments for 3 days or longer (No exemption for instructors)***

# Additional Search Process Changes cont'd

Our search strategy must change from narrow to broad because **modifications to search criteria will NOT be permissible after the Academic Recruitment Plan (ARP) has been approved.**

- **No changes to series or rank**
- **No changes to any qualifications requirements**

# Current vs. Proposed Policy for Search Waivers: What's changing?

For Existing Appointments Prior to 8/1/15	For New Appointments After 8/1/15
<p>All existing waivers will be automatically grandfathered and indefinite</p> <ul style="list-style-type: none"> <li>• No renewals</li> <li>• No 5 year limit for faculty</li> </ul>	<ul style="list-style-type: none"> <li>• Waiver criteria will be more limited and greater scrutiny of justifications will be applied</li> <li>• Waivers will be of indefinite duration in <i>most</i> cases</li> </ul>

**NOTE:** A search or new waiver may be required if there is a change in the appointment status (e.g. break in service, change in series, department decides they would like to search the position)

# Search Waivers

**Reminder:** Per UC Policy, a national search is required for all senate series appointments; therefore, search waiver criteria is limited to the following:

Allowable	No Longer Allowable as of 8/1/15
Unforeseen, ongoing urgent clinical need – non-senate only	<b>Short-notice replacement</b>
PI/CoPI status for funding >50% of total effort – non-senate only	<b>Unique and special skills</b>
Limited use of non-senate titles (e.g. clinical instructor) for paid clinical and research fellows for up to 2 years. May be used to cover K awards for duration of award period – non-senate only	
All Expedited Search Criteria (same policy guidelines apply) includes some senate and non-senate	

# Exemptions from Search and Search Waiver Requirements

EXEMPTIONS – Allowable Prior to 8/1	EXEMPTIONS – Allowable After 8/1/15
Visiting Professor / Visiting Professional Research Series	Visiting Professor / Visiting Professional Research Series
Recall	Recall
Volunteer Clinical Faculty	Volunteer Clinical Faculty
Other Without Salary Appointments (unless paid by affiliate)	Other Without Salary Appointments (unless paid by affiliate)
<b>Clinical Instructors</b>	<b>No longer exempt</b>
<b>All appointments that are &lt; 50% time or &lt;1 year in duration</b>	<b>No longer exempt</b>

NOTE: Prior appointees hired without a search or waiver under an exemption that is no longer valid will be grandfathered; however, a search may be required if there is a change in the appointment status



# Recommended Process Changes

In balancing compliance requirements with business operational needs, all aspects of recruitment were considered.

Example:

To date, the vast majority of non-faculty academic (NFA) appointees e.g., specialists, have been hired on search waivers that have been renewed indefinitely; this practice is non-compliant with OFFCP regulations.

# Recommended Process Changes

The following have been approved for implementation on 8/1/15:

- Although a search will be required for NFA appointments, convening a search committee will not be required for these searches.
- The minimum required posting period for NFA positions has been shortened to 15 days.
- More frequent use of ongoing open multi-slot searches by series within departments/Schools will be encouraged as appropriate to the needs of the hiring unit.
- General advertisement templates have been developed for all NFA series.
- One level of approval authority has been removed for both Academic Recruitment Plans and Search Process Reports for NFAs; they are now approved at the Dean level.
- Enhancements to the AP Recruit system to facilitate applicant management and compliance with regulations

# RECRUITMENT PROCESS – AP RECRUIT

Academic  
Recruitment Plan  
(ARP)

APPLICANT  
MANAGEMENT

Search Process  
Report (SPR)

## **NEW Process:**

Academic  
Recruitment  
Specialist Enters  
Data from  
Department into AP  
Recruit & Obtains  
Necessary Campus  
Approvals

Current Process in AP Recruit  
for Committees/Chair

***New Requirement:***  
***Enter Disposition Reasons to  
Record why/where  
applicants fell out of the  
process***

## **NEW Process:**

Academic  
Recruitment  
Specialist Enters Data  
from Department  
into AP Recruit &  
Obtains Necessary  
Campus Approvals

# Staffing and workflow changes to Accommodate Process and Policy Changes

## Academic Recruitment Specialist – Provides Support for These Topics

- ❖ Recruitment Strategies
- ❖ Policy Consultation
- ❖ ARP and SPR
- ❖ Placing Advertisements
- ❖ AP Recruit Training
- ❖ Search Waivers and Exemptions

## Office of Diversity and Outreach – Provides Advice on These Topics

- ❖ Best Practices for Search Committees
- ❖ Interview Questions / Materials
- ❖ Applicant Pool Review
- ❖ Diversity/Affirmative Action
- ❖ Outreach
- ❖ Equity Advisor

# What's Not Changing?

The following functions will remain in the Departments or Shared Services and will NOT be centralized

Department	HR Shared Services
<ul style="list-style-type: none"><li>❖ All activities related to the management of applicants (e.g. site visits)</li><li>❖ Administrative support for committees</li><li>❖ Contracting with search firms</li><li>❖ All accounting activities (e.g. reimbursement for travel expenses)</li></ul>	<ul style="list-style-type: none"><li>❖ Offer letters</li><li>❖ Compensation plans/salary setting</li><li>❖ Appointment process</li><li>❖ Onboarding</li><li>❖ Visas</li></ul>

# Transition – Hires Already in Process

Departments will be advised to work with their [recruitment specialist](#) to determine what steps to take for hires/appointments already in process. A transition search waiver will be accepted under the old policy for any of the following:

- Accepted offers on or before 8/1/15
- Packets already created in Advance on or before 8/1/15
- Visa applications in process on or before 8/1/15
- Search Waivers/exemption hire requests submitted to shared services (e.g. SRS ticket) on or before 8/1/15

This list will not cover all situations, especially in the month of August, so we really need to work through the transition on a case by case basis.

# RESOURCES

- [New Academic Recruitment Web Pages on Academic Affairs Website](#)
- [Quick Guide for Committees and Reviewers](#)
- [Team Members](#) Available for Consultation