

From: UCSF-VPAA

Sent: Tuesday, August 26, 2014 2:56 PM

To: senate@listserv.ucsf.edu; clin-adj@listserv.ucsf.edu

Subject: Update on Academic Recruitments: ADS discontinued on November 30, 2014

Summary:

- OFCCP reporting requirements for record keeping and applicant tracking can only be met using AP Recruit and therefore it is necessary that we discontinue the use of the Academic Demographics System (ADS).
- Effective November 30, 2014, the ADS system will be retired. If no action is taken, all academic recruitments currently open within ADS will be formally closed.

Dear Colleagues:

On July 31, 2014, Chancellor Hawgood issued a [campus communication](#) regarding the need for process and record keeping changes resulting from our recent Office of Federal Contract Compliance Programs (OFCCP) audit. Today we write to inform you that we must implement one such change related to the system used for academic recruitments.

On July 1, 2013, UCSF required the use of a web-based tool called AP Recruit to facilitate the academic recruitment process. AP Recruit is a system-wide initiative that was developed by UC Irvine in 2006 and which is now in use at all UC campuses. At its core, the system creates a standard paperless process for all academic searches. Some of the major features of AP Recruit include:

- Search committees and support staff can quickly review and manage applications online
- Applicants can manage and monitor their application process
- Referees can log in and securely upload their letters of reference (as required)
- Data on academic recruitments will be reported to UCOP via AP Recruit rather than manually collecting information from Departments

In the coming months, we will be deploying new functionality in AP Recruit which includes Academic Recruitment Plans and Search Process Reports as well as Search Waivers, i.e. the entire recruitment process will be completed on-line within one system.

Searches initiated prior to July 1, 2013 used a campus-based system, "Academic Demographics System" (ADS). To avoid disruption in ongoing searches, ADS has run concurrently with AP Recruit for the past year. However, OFCCP reporting requirements for record keeping and applicant tracking can only be met using AP Recruit and therefore it is necessary that we discontinue the use of ADS.

Effective November 30, 2014, the ADS system will be retired and all academic recruitments currently open within ADS will be deactivated. There are 2 options for handling existing searches in ADS:

- 1) If a candidate of choice has been identified, a Search Process Report should be submitted and the search completed by November 30th.
- 2) If the search is still ongoing, i.e. a candidate of choice has not been identified in the past 12 months, then the search must be re-opened using AP Recruit. NOTE: Candidates who previously applied under the ADS system will need to reapply via AP Recruit if they still wish to be considered for the position. This is an unfortunate but necessary consequence of discontinuing ongoing searches in ADS.

If no action is taken, the search will be formally closed when ADS is retired on November 30, 2014.

To facilitate this transition away from ADS, the VPAA office will provide a list to the Service Centers of all of open searches in ADS. The Service Centers will then work directly with each Department to develop a plan for each open search to meet the November 30, 2014 deadline. Detailed instructions are available on the Academic Affairs website (click [here](#)).

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