

## **Search Initiation Request Form**

### **COMPLETE THIS FORM TO OPEN A NEW SEARCH**

#### **Instructions for submitting the Search Initiation Request Form:**

1. Complete the fields below and attach a draft of the advertisement for the recruitment you want to initiate
2. Email the Request Form and the advertisement draft to your Academic Affairs Recruitment Specialist. Include the diversity statement in the draft of your ad, found here: <http://tiny.ucsf.edu/ehskZx>
3. Your Academic Affairs Recruitment Specialist will contact you shortly after receiving your request to confirm the details of your recruitment

#### **If you would like assistance, please contact your Recruitment Specialist:**

<http://academicaffairs.ucsf.edu/academic-personnel/recruitment-retention/sections/recruitmentteam.php>

#### **1. Primary Contact:**

(Person to contact for questions related to this recruitment and for obtaining approval from department chair)

#### **2. AP Recruit Training Contact:**

(Person to contact who will participate in AP Recruit training, if different from primary contact)

#### **3. Academic Hiring Department (required for all faculty searches):**

#### **Cross-listed Department(s) (Other department(s) involved with the search):**

#### **Organized Research Unit (Must also designate an academic hiring department above, for faculty searches):**

#### **4. Recruitment Period:**

**Open Date:** Will be determined by Academic Affairs based on the approval of the recruitment plan.

**Review Date:** Applicants should apply by this date to ensure full consideration by the committee. It is optional for the review date to be included in your published advertisements.

The review date cannot take place prior to the minimum posting period; minimum posting time for faculty is 30 days, and 15 days for non-faculty academics.

Enter the date, number of months, or number of days from the open date to indicate your review date (additional review dates may be submitted later).

	OR		months	OR		days
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**Final Date:** Last day for applicants to apply; last day for existing applicants to modify their applications.

**The final date for ALL recruitments will automatically be set to 18 months from the open date, which is the maximum posting time.** Please contact your Academic Recruitment Specialist if you would like to set a different final date.

Please Note: Departments will be able to close and re-open their applicant pools as needed during the 18 month period, without requiring an extension request each time the pool is re-opened.

5. Is this search the result of a proposed change in series action?

- Yes     No

6. Would you like the Office of Academic Affairs to post your advertisements?

- Yes     No

If YES, please list where you would like your ads posted:

**PLEASE NOTE:** Academic Affairs uses Job Elephant, a third-party advertising vendor to post recruitments. Academic Affairs will help facilitate the ad posting and payment process between Job Elephant and the department. **Departments are not required to post ads through Academic Affairs and may choose to work directly with Job Elephant by contacting Siritha Huantes ([siritha@jobelephant.com](mailto:siritha@jobelephant.com)).**

If NO, please list where you plan to post your ads:

Ad evidences must be submitted to the Office of Academic Affairs before the ads expire.

**PLEASE NOTE: Ads can only be posted AFTER the Search Plan and advertisement has been approved.**

7. **OPTIONAL-Planned search and recruitment efforts** (planned efforts beyond advertising, to reach a broad and inclusive applicant pool):

8. **Select the series of this position:** (check off all that apply; search may not include both faculty and non-faculty academic series)

**Faculty Series**

- Ladder
- In Residence
- Clinical X
- Adjunct
- Health Sciences Clinical

**Non-Faculty Academic Series**

- Professional Research
- Specialist
- Academic Coordinator
- Academic Administrator

Other:

**9. Select the rank or level (for Academic Coordinator and Academic Administrator) of the position:**

(check off all that apply)

- |  |                              |                              |
|--|------------------------------|------------------------------|
| <input type="checkbox"/> Junior (for Specialist series only) | <input type="checkbox"/> I   | <input type="checkbox"/> VI  |
| <input type="checkbox"/> Instructor                          | <input type="checkbox"/> II  | <input type="checkbox"/> VII |
| <input type="checkbox"/> Assistant                           | <input type="checkbox"/> III |                              |
| <input type="checkbox"/> Associate                           | <input type="checkbox"/> IV  |                              |
| <input type="checkbox"/> Full                                | <input type="checkbox"/> V   |                              |

**10. Select the documents required for applicant submission** (unchecked documents will appear “optional” applicants):

- Curriculum Vitae (REQUIRED for all searches)
- Cover Letter
- Statement of Teaching
- Statement of Research
- Miscellaneous/ Additional

If you checked off Miscellaneous, please specify the document type:

**11. Do you want to require references for this recruitment?**

- Yes     No

**If you answered YES, please choose ONE of the following two options:**

- Require applicants to provide letters of reference with their applications**

By choosing this option, applicants will be able to solicit their references via the AP Recruit system and any received letters automatically become part of the applicant’s application. Applicants will not have access to any received letters in the system. Please note, those letters may not be used in the Advance appointment packet.

**OR**

- Require applicants to provide names and email addresses of their references with their application**

By choosing this option, applicants will submit the names and email addresses of their references with their application. You will then be able to solicit their references via the AP Recruit system. Letters solicited by the department through AP Recruit may be used in the Advance appointment packet for the candidate of choice.

Please indicate the number of letters OR reference names that the applicant must submit:
**12. List the “Core” UCSF Search Committee Members:**

Faculty search committees require a minimum of 4 faculty members including the search committee chair and must include at least 1 faculty member from another department.

Faculty search committees must include: For **SOM**, 50% underrepresented minorities or women; for **SOP & SOD**, 25% minorities or women; for **SON**: 25% minorities or men. Search Committees for Non-Faculty searches are encouraged but not required; for questions related to committee composition please consult with your School’s Dean’s Office.\*

\*If the composition of your search committee does not meet the requirement for your school, please contact your school’s [Vice Dean/ Associate Dean/ Manager] of Academic Affairs.

**Committee Chair:** (This person will have full access to review and manage all applicants in AP Recruit; may include the hiring P.I. for a non-faculty academic search)

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**Committee Members from the UCSF hiring department :** (These people will only have viewing access of applicants who have completed the application process)


**Committee Members from a different UCSF department :** (These people will only have viewing access of applicants who have completed the application process)

**NAME:** **DEPARTMENT:**

<b>NAME:</b>	<b>DEPARTMENT:</b>

**13. List the “Additional” Search Committee Members\*** (For faculty searches: may include staff, non-faculty academics, and students as appropriate to the recruitment, but will not be counted towards the demographic of the core committee. For non-faculty academic searches: may include anyone who requests viewing access, but will not be counted towards the demographic of the core committee):

**Additional Members:** (These people will only have viewing access of applicants who have completed the application process)


**\*Non-UCSF employees must have OLPPS affiliate access in order to use AP Recruit.**

**For Faculty Search Committees Only:**

I confirm that the search committee includes at least **50% underrepresented** minorities or women for **SOM**; at least **25%** minorities or women for **SOP/SOD**; at least **25%** minorities or **men** for **SON**.\*

(For recruitment procedures visit <http://academicaffairs.ucsf.edu/academic-personnel/media/recruitprocedures.pdf>)

\*If the composition of your search committee does not meet the requirement for your school, please contact your school's [Vice Dean/ Associate Dean/ Manager] of Academic Affairs.

**FOR SOM FACULTY SEARCHES ONLY:**

The search committee composition does not meet the requirement for the School.

Reason (required):