

From: UCSF-VPAA
Sent: Wednesday, August 24, 2016 1:50 PM
To: clin-adj@listserv.ucsf.edu; senate@listserv.ucsf.edu
Subject: Update on Academic Recruitments

Summary:

In August 2015, new policies and processes for academic recruitments were implemented. Selected updates since then:

- The volume of academic searches has increased significantly:
 - 600 searches opened (113% increase over prior year)
 - 489 searches closed (224% increase over prior year)
- Faculty were particularly concerned that the requirement to open searches for the specialist series would cause significant delays in hiring critical lab personnel:
 - The time from initial contact with our team to closing the search has averaged 37 days (includes the 15 day mandatory posting period) for specialists.

In July 2016, there were new requirements to enter and track all search waivers in AP Recruit. This will not have a direct impact on faculty as we will continue to receive search waiver requests via email and enter the information centrally.

Dear Colleagues:

As you may recall, in August 2015, new policies and processes for academic recruitment were implemented and a new dedicated team of academic recruitment specialists was formed within the Office of the Vice Provost –Academic Affairs. These actions were taken in response to a compliance evaluation conducted by the Office of Federal Contract Compliance Programs (OFCCP), which found UCSF to be non-compliant with some technical requirements around applicant tracking.

I am writing to provide you with an update since the August 2015 implementation of the new academic recruitment policies and procedures. As a result of these policy and process changes, the number of searches opened and closed since August 2015 to present, has significantly increased:

- **600 searches opened**, compared to 282 opened the prior year; an increase of 113%
- **489 searches closed**, compared to 151 closed the prior year; an increase of 224%

In response to the new restrictions on search waivers, there was significant concern among faculty about the requirement to open a greater number of searches for specialist series positions. I am pleased to report that even though the number of specialist searches has increased dramatically, the time from initial contact with the academic recruitment team to approval of the search process report (closing the search) has averaged 37 days, which includes the 15 day mandatory posting period. This seems to me a favorable turnaround interval, but if you feel otherwise please let me know.

I would also like to highlight that in response to feedback from faculty, our academic recruitment team has made the following process improvements:

- Advertisement templates have been developed for Health Sciences Clinical and Adjunct series
- Just-in-time training on the AP Recruit system has been updated to include review of actual (“live”) applicants to the position and guidance on how to determine whether the candidates meet the OFCCP definition of basic qualifications.

In July 2016, new functionality was released in the AP Recruit system to enter and track all search waiver and expedited search requests. With this new functionality, I’m pleased that we will now have a complete picture of all hired academics, whether searched or on waiver. This will facilitate timely and accurate reporting, as well as assist us in meeting OFCCP regulatory requirements. Please note that capturing these additional data in AP Recruit will not have a direct impact on faculty or departmental staff, as the academic recruitment team will continue to receive search waiver requests via email and enter the information centrally into AP Recruit.

We appreciate your continued support in ensuring that UCSF complies with affirmative action and equal employment opportunity practices.

Brian K. Alldredge, PharmD
Vice Provost, Academic Affairs